

CSIS/SCRS

**s.24(1)**

SI LE PRÉSENT DOSSIER EST ACHEMINÉ À UN AUTRE BUREAU OU UNE AUTRE PERSONNE, FAIRE PARVENIR UNE FORMULE "NOUVEAU DÉTENTEUR" À VOTRE SERVICE DES DOSSIERS.

[illegible]

DO NOT REMOVE CORRESPONDENCE FROM FILE.

NE PAS RETIRER LA CORRESPONDANCE DU DOSSIER.

## IMPORTANT PLEASE NOTE

IT IS IMPORTANT THAT ALL REPLIES TO  
CORRESPONDENCE BEAR THE FILE NUMBER.

TRANSFER OF FILES FROM ONE OFFICER TO  
ANOTHER SHOULD BE MADE THROUGH RECORDS.

IF FOR SPECIAL REASONS, A FILE IS HANDED  
PERSONALLY TO ANOTHER OFFICER, RECORDS  
MUST BE INFORMED. (PASS SLIPS)

PLEASE DO NOT KEEP FILES LONGER THAN  
ABSOLUTELY NECESSARY.

THE OFFICER TO WHOM A FILE IS CHARGED  
IS HELD RESPONSIBLE FOR SAFETY UNTIL IT IS  
RETURNED TO RECORDS BRANCH.

## IMPORTANT PRIERE DE NOTER

IL EST ESSENTIEL QUE TOUTE CORRESPONDANCE  
PORTE LE NUMÉRO DU DOSSIER.

LE TRANSFERT DE DOSSIERS D'UN  
FONCTIONNAIRE À UN AUTRE DOIT SE FAIRE  
PAR L'INTERMÉDIAIRE DES PRÉPOSÉS AUX  
DOCUMENTS.

LORSQUE, POUR DES RAISONS PARTICULIÈRES,  
UN DOSSIER EST REMIS PERSONNELLEMENT À  
UN AUTRE FONCTIONNAIRE, LA DIRECTION DES  
DOCUMENTS DOIT EN ÊTRE INFORMÉE.  
(PAPILLON DE TRANSFERT)

VEUILLEZ NE PAS CONSERVER LES DOSSIERS  
PLUS LONGTEMPS QU'IL N'EST ABSOLUMENT  
NÉCESSAIRE.

LE FONCTIONNAIRE AUQUEL EST CONFIE UN  
DOSSIER EST TENU RESPONSABLE DE SA  
SÉCURITÉ JUSQU'À SON RETOUR À LA DIRECTION  
DES DOCUMENTS.

Government of Canada  
Gouvernement du Canada

MEMORANDUM

NOTE DE SERVICE

TO  
À

[REDACTED]  
A/HEAD MANUALS AND DIRECTIVES  
C.S.I.S. H.Q. OTTAWA

s.15(1)(d)ii  
s.24(1)

FROM  
DE

[REDACTED]  
MANAGEMENT SERVICES  
C.S.I.S. - B.C. REGION

SECURITY - CLASSIFICATION - DE SÉCURITÉ
<b>SECRET</b>
OUR FILE / NOTRE RÉFÉRENCE 71A295-20-4-E IA-295-64
YOUR FILE / VOTRE RÉFÉRENCE
DATE 86-11-24

SUBJECT  
OBJET

RE: B.C. REGION BULLETINS AND DIRECTIVES

As per your request of 86-11-20 on this file, please find attached a copy of the only Bulletin or Directive issued by B.C. Region since transition. I have reviewed our Bulletins and Directives issued prior to 84-06-16 and found all are either out of date or no longer appropriate and will have to be rewritten as soon as we have resources available to undertake the task.

[REDACTED]  
Management Services  
CSIS - B.C. Region

RECEIVED

DEC 1 1986

MANUALS & DIRECTIVES UNIT

CSIS - SCRS RECORDS MAY 22 1987 REVIEWED [REDACTED]
--------------------------------------------------------------

REQUEST FOR  
DIRECTIVES EDITING AND PUBLICATION

DEMANDE DE  
RÉVISION ET DE PUBLICATION DE DIRECTIVES

NOTE: Send THREE copies of this form with TWO copies of the material requiring editing.  
Transmettre TROIS copies de cette formule et DEUX copies du travail devant être révisé.

s.15(1)(d)ii

s.24(1)

CLASSIFICATION

CONFIDENTIAL

TO  
À

FROM  
DU

NAME OF PERSON TO CONTACT  
NOM DE LA PERSONNE À CONTACTER

DUHAMEL

ROOM NO. - PIÈCE N°

5th Floor

PHONE NO. - N° DE TEL.

666-6190

FILE REFERENCE  
DOSSIER N°

IA 295-20-5-E

DATE

85-05-16

SUBJECT - OBJET

C.S.I.S. - PUBLIC PROFILE - SECURITY OF INFORMATION

REMARKS - OBSERVATIONS

DISTRIBUTION: BCR-1 (including Victoria)

WHERE PLACED: CSIS OPS MANUAL, CHAPTER IV.1

EXPIRES: RETAIN

DIRECTIVES SECTION USE ONLY - À L'USAGE DE LA SECTION DES DIRECTIVES SEULEMENT

EDITOR'S COMMENTS - OBSERVATIONS DU RÉVISEUR

Re-edited B.C. Region Directive, BCR-CSIS-om1 attached.

Editing changes made to Par. 2.a.2.2.; Para. 4.a. and 5.a. added.

APPROVED:

(R.B. CLAXTON), D.G.  
CSIS, B.C. Region

DATE:

85.05.17

The Directives submitted by you have been edited,  
and are returned for approval.

Signature is required on edited document.

Les directives que vous nous avez transmises ont été  
révisées et vous sont retournées en attendant l'approbation.  
Une signature est requise sur le document révisé.

Always quote this CONTROL NO. for reference

BCR - CSIS - OM1

85-04-24

Bitte je toujours rapporter le n° de contrôle pour référence

(W.K. DOAK) Head, Records  
CSIS, B.C. Region

85-05-16

# BULLETIN

MANUAL MANUEL

LIST LISTE

BULLETIN NO. N° DU BULLETIN

BCR - 1

BCR CSIS OM-1

ISSUED PUBLIÉ LE

LAST NO. DERNIER N°

CSIS OPERATIONAL

85/04/24

BCAC-SSOM-6

SUBJECT:

OBJET:

## CSIS - PUBLIC PROFILE - SECURITY OF INFORMATION

CONFIDENTIAL

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s.16(2)

### 1. GENERAL

- 1.a. This Regional Directive will provide guidelines to our employees concerning the balance to be struck between the need for operational secrecy, protection of personal identity and CSIS being a public institution needing public awareness of its existence.
- b. Circumstances and a matter of good judgement will determine each individual's personal responses when dealing with the public and/or having telephone interaction.

### 2. POLICY

#### 2.a. Identification of CSIS Personnel.

##### 2.a.1. Work related situations:

1. Under normal circumstances there should be no reason to hide the fact of employment by CSIS.
2. Use the CSIS Identification Warrant as a primary source of identification.
3. [REDACTED]
4. Avoid confirming that anyone, other than yourself, is an employee of CSIS.

##### 2.a.2. Non work related situations:

1. Socially or while conducting personal business be guided by the "need to know" principle with respect to the actual nature of your work.
2. [REDACTED]

##### 2.a.3. Public identification and documentation:

1. Only the Regional Director General will be publicly identified.
2. Documents certifying employment required by employees for outside agencies [REDACTED]

.../2

RECORD ON BULLETIN IN CHECK SHEET CONSIGNER SUR LA FEUILLE DE CONTRÔLE DES BULLETINS

☒

RETAIN IN FRONT OF CHAPTER  
CONSERVER AU DÉBUT DU CHAP.

IV.1 CSIS OM

☐

READ AND DESTROY  
LIRE ET DÉTRUIRE

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# BULLETIN

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3. All documents required by outside agencies, i.e., municipal records, public utilities, doctors, banks, etc., [REDACTED]

2.a.4. Telephone interaction:

1. All CSIS personnel are reminded to guard against supplying any personal information, on anyone, over the telephone. e

2. [REDACTED]

3. [REDACTED]

3.a. Identification of CSIS Premises:

- 3.a.1. The location of B.C. Region Headquarters' building and our Victoria district office are a matter of public record.

2. The location of other premises is not to be disclosed.

3. Vancouver telephone #666-2988 and Victoria telephone #388-3672 are publicly listed CSIS numbers.

1. Persons answering those telephones will answer - "Canadian Security Intelligence Service".

2. If there is a need, the building street address may be given.

4. [REDACTED]

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

5. When in need of providing an overt mailing address, provide:

1. Canadian Security Intelligence Service  
Post Office Box 34230  
Postal Station "D"  
Vancouver, B.C.  
V6J 4Y5

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6. When in need of providing a street address for any delivery to the building, provide:

1. Director General  
Canadian Security Intelligence Service  
Floor 5  
1177 West Broadway  
Vancouver, B.C.

- Advise the Guard Post that you are expecting a deliver<sup>y</sup>. The Guard Post will accept your material and inform you. ✓
- Guards are cautioned not to accept unsolicited and suspicious parcels or letter.

4.a. Court Appearance by CSIS Employees:

- 4.a.1. In each instance where CSIS employees are required to appear in court when their employment may be questioned:

1.

2.

5.a. Confirmation of Past Employment:

- 5.a.1. Employees who request a character reference or proof of employment will be given a letter

" \_\_\_\_\_ was a satisfactory employee of a Department of this Ministry from \_\_\_\_\_ to \_\_\_\_\_. Confirmation may be obtained by telephoning \_\_\_\_\_ at telephone number \_\_\_\_\_."

- 5.a.2. The letter should be signed by or for the Director General and identified by the words "Director General".

- 5.a.3. In cases of dismissal the word "satisfactory" may be omitted.

- 5.a.4. No further information should be given without the written consent of the person involved.

DESTROY PREVIOUS COPY OF BCR CSIS OM-1

RCMP GRC

CLASSIFIED MAIL RECEIPT


REÇU DE COURRIER CLASSIFIÉ

1785104

NOTE

ORIGINATOR — Original and duplicate to be sent to consignee.  
Triplicate to be retained until return of original.  
CONSIGNEE — Return original by return mail. Retain duplicate.

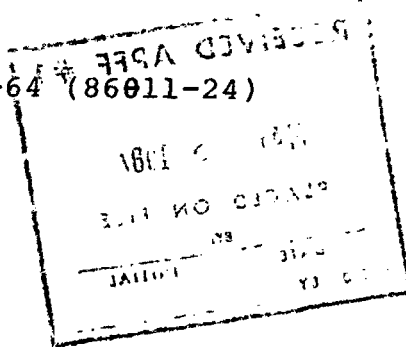
EXPÉDITEUR — L'original et la 1<sup>re</sup> copie doivent être transmis au destinataire. La 2<sup>e</sup> copie doit être conservée jusqu'au retour de l'original.  
DESTINATAIRE — Retourner l'original à l'expéditeur par retour du courrier et conserver la 2<sup>e</sup> copie.

Point of Origin — Expédié par <b>CSIS HQVANCOUVER</b>	Branch or Office — S.-D./serv. centr. ou div./bureau <b>BC RECORDS</b>	Date of Dispatch — Date d'expédition <b>85-11-27</b>
To — A <b>CSIS HQ OTTAWA</b>	ATTN: 	Classification <b>S E C R E T</b>

File Numbers or description: — N<sup>o</sup> des dossiers ou description:

IA-295-64 (86011-24)

1- 5 page correspondence



RECEIPT ACKNOWLEDGED  
ACCUSÉ DE RÉCEPTION

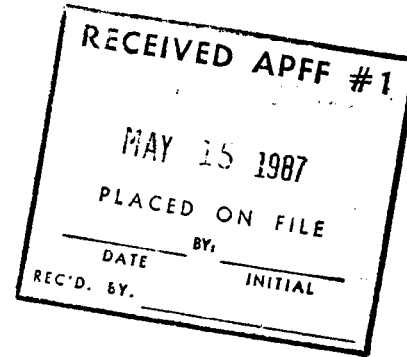
C-2 (83-04) 7530-21-029-4213

  
Signature

86-12-01.  
Date

000097





CSIS-SCRS

TRANSIT  
SLIP

s.15(1)(d)ii  
s.24(1)

FICHE  
DE SERVICE

Classification

File No. - N° du dossier

HANDWRITE - ÉCRIRE À LA MAIN

TO - À	FROM - DE	Date
Head APFF Records Management Rm H-501 HQ Bldg.	Chief Publication Services AAS Rm 409 107 Sparks St.	86-10-10

- |                                                              |                                                               |                                                              |                                                                                             |                                                                  |
|--------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Comments<br>Commentaires            | <input type="checkbox"/> Action<br>Donner suite               | <input type="checkbox"/> Prepare Brief<br>Préparer un exposé | <input type="checkbox"/> Return with Current<br>File<br>Retourner avec le<br>dossier actuel | <input type="checkbox"/> Note & Return<br>Noter et retourner     |
| <input type="checkbox"/> Perusal and P.A.<br>Lire et classer | <input type="checkbox"/> Prepare Reply<br>Rédiger une réponse | <input type="checkbox"/> Make File(s)<br>Ouvrir un dossier   | <input type="checkbox"/> Check Records<br>Vérifier les dossiers                             | <input type="checkbox"/> Note & Forward<br>Noter et faire suivre |

SUBJECT - SUJET

IA Files - Change in Captions.

REMARKS - REMARQUES

Harry:

Our conversation of 86-10-03 refers.

Attached is a list of IA files which need to have the captions changed. I have highlighted the ones we need changed. I am also returning the files I took with me on 86-10-03. IA 295-20-4-E is an example of how the captions should be changed from Area Command to appropriate region.

Could I please be notified when this has been done.

As you were part of these discussions please advise me of any changes to the original agreement.

CSIS-SCRS  
RECORD  
Hanks

Diary Date - Date

Date d'init.

Date

A.C.

Init./N°

IA 295-20-3-2-13	SECURITY SERVICE OPERATIONAL MANUAL-PART II CHAPTER 13 *TRANS FROM IA 295-10-2-13*
IA 295-20-3-2-14	SECURITY SERVICE OPERATIONAL MANUAL-PART II CHAPTER 14 *TRANS FROM IA 295-10-2-14*
IA 295-20-3-2-15	SECURITY SERVICE OPERATIONAL MANUAL-PART II CHAPTER 15 *TRANS FROM IA 295-10-2-15*
IA 295-20-3-2-16	SECURITY SERVICE OPERATIONAL MANUAL-PART II CHAPTER 16 *TRANS FROM IA 295-10-2-16*
IA 295-20-3-2-17	SECURITY SERVICE OPERATIONAL MANUAL-PART II CHAPTER 17 *TRANS FROM IA 295-10-2-17*
IA 295-20-3-2-18	SECURITY SERVICE OPERATIONAL MANUAL-PART II CHAPTER 18 *TRANS FROM IA 295-10-2-18*
IA 295-20-3-3	SECURITY SERVICE OPERATIONAL MANUAL-PART III *TRANS FROM IA 295-10-3*
IA 295-20-3-3-1	SECURITY SERVICE OPERATIONAL MANUAL-PART III CHAPTER 1 *TRANS FROM IA 295-10-3-1*
IA 295-20-3-3-2	SECURITY SERVICE OPERATIONAL MANUAL-PART III CHAPTER 2 *TRANS FROM IA 295-10-3-2*
IA 295-20-3-3-3	SECURITY SERVICE OPERATIONAL MANUAL-PART III CHAPTER 3 *TRANS FROM IA 295-10-3-3*
IA 295-20-3-3-4	SECURITY SERVICE OPERATIONAL MANUAL-PART III CHAPTER 4 *TRANS FROM IA 295-10-3-4*
IA 295-20-3-3-5	SECURITY SERVICE OPERATIONAL MANUAL-PART III CHAPTER 5 *TRANS FROM IA 295-10-3-5*
IA 295-20-3-4	SECURITY SERVICE OPERATIONAL MANUAL-PART IV *TRANS FROM IA 295-10-4*
IA 295-20-3-4-1	SECURITY SERVICE OPERATIONAL MANUAL-PART IV CHAPTER 1 *TRANS FROM IA 295-10-4-1*
IA 295-20-3-4-2	SECURITY SERVICE OPERATIONAL MANUAL-PART IV CHAPTER 2 *TRANS FROM IA 295-10-4-2*
IA 295-20-3-4-3	SECURITY SERVICE OPERATIONAL MANUAL-PART IV CHAPTER 3 *TRANS FROM IA 295-10-4-3*
IA 295-20-3-4-4	SECURITY SERVICE OPERATIONAL MANUAL-PART IV CHAPTER 4 *TRANS FROM IA 295-10-4-4*
IA 295-20-4 ✓	SECURITY SERVICE OPERATIONAL MANUAL-BULLETINS-GENERAL *TRANS FROM IA 295-11*

IA 295-20-4-A ✓

IA 295-20-4-C ✓

TR TO IA 295-20-4-D ✓  
IA 295-20-4-K ✓

IA 295-20-4-E ✓

TR TO IA 295-20-4-F ✓  
IA 295-20-4-K ✓

IA 295-20-4-H ✓

TR TO IA 295-20-4-J ✓

IA 295-20-4-K ✓

IA 295-20-4-O ✓

IA 295-20-4-1

IA 295-20-4-2

IA 295-20-4-3

IA 295-20-4-4

IA 295-20-4-5

IA 295-20-4-6

IA 295-20-4-7

IA 295-20-4-8

SECURITY SERVICE OPERATIONAL  
MANUAL-ONTARIO AREA COMMAND-BULLETINS  
SECURITY SERVICE-OPERATIONAL  
MANUAL-QUEBEC AREA COMMAND-BULLETINS  
SECURITY SERVICE OPERATIONAL  
MANUAL-MANITOBA AREA COMMAND-BULLETINS  
SECURITY SERVICE OPERATIONAL  
MANUAL-BRITISH COLUMBIA AREA  
COMMAND-BULLETINS  
SECURITY SERVICE OPERATIONAL  
MANUAL-SASKATCHEWAN AREA  
COMMAND-BULLETINS  
SECURITY SERVICE OPERATIONAL  
MANUAL-ATLANTIC AREA COMMAND-BULLETINS  
SECURITY SERVICE OPERATIONAL  
MANUAL-NEW BRUNSWICK AREA  
COMMAND-BULLETINS (DORMANT) \*\*SEE: IA  
295-20-4-H\*\*  
SECURITY SERVICE OPERATIONAL  
MANUAL-ALBERTA AREA COMMAND-BULLETINS  
SECURITY SERVICE OPERATIONAL  
MANUAL-SOUTHWESTERN ONTARIO AREA COM-  
MAND-BULLETINS  
SECURITY SERVICE OPERATIONAL  
MANUAL-BULLETINS-NEW SECURITY SERVICE  
OPERATIONAL MANUAL \*\*DEAD-SHEETED  
82-09-29\*\* (TRANS FROM IA 295-11-1)  
SECURITY SERVICE OPERATIONAL  
MANUAL-BULLETINS-REMOVAL OF CLASSIFIED  
INFORMATION FROM RCMP PREMISES  
\*\*DEAD-SHEETED 82-09-29\*\* (TRANS FROM  
IA 295-11-2)  
SECURITY SERVICE OPERATIONAL  
MANUAL-BULLETINS-SECURITY SERVICE  
"GAZETTERS" \*\*DEAD-SHEETED 82-09-29\*\*  
\*\*TRANS FROM IA 295-11-3\*\*  
SECURITY SERVICE OPERATIONAL  
MANUAL-BULLETINS-SECURITY SERVICE  
MANHOOR REPORTING SYSTEM C-76 \*\*DEAD  
SHEETED 82-09-29\*\* (TRANS FROM IA  
295-11-4)  
SECURITY SERVICE OPERATIONAL  
MANUAL-BULLETINS-REQUEST FOR ACCESS TO  
SECURITY SERVICE DATA \*\*DEAD SHEETED  
82-09-29\*\* (TRANS FROM IA 295-11-5)  
SECURITY SERVICE OPERATIONAL  
MANUAL-BULLETINS-PRIVY COUNCIL OFFICE  
(CABINET) DOCUMENTS-RELEASE OF:  
\*\*DEAD SHEETED 82-09-29\*\*  
SECURITY SERVICE OPERATIONAL  
MANUAL-BULLETINS-SOURCES-PAYMENT STA-  
TISTICS \*\*DEAD SHEETED 82-09-29\*\*  
SECURITY SERVICE OPERATIONAL  
MANUAL-BULLETINS-TECHNICAL AIDS-USE OF

THE POLYGRAPH \*\*DEAD SHEETED  
82-09-29\*\*  
SECURITY SERVICE OPERATIONAL  
MANUAL-BULLETINS-HUMAN SOURCE FILES  
READING ROOM \*\*DEAD SHEETED 82-09-29\*\*  
SECURITY SERVICE OPERATIONAL  
MANUAL-SUPPLEMENTS  
SECURITY SERVICE OPERATIONAL MANUAL -  
SUPPLEMENTS - ONTARIO AREA COMMAND  
SECURITY SERVICE OPERATIONAL MANUAL -  
SUPPLEMENTS-QUEBEC AREA COMMAND  
SECURITY SERVICE OPERATIONAL MANUAL -  
SUPPLEMENTS-MANITOBA AREA COMMAND  
SECURITY SERVICE OPERATIONAL MANUAL -  
SUPPLEMENTS-BRITISH COLUMBIA AREA COM-  
MAND  
SECURITY SERVICE OPERATIONAL  
MANUAL-SUPPLEMENTS-SASKATCHEWAN AREA  
COMMAND  
SECURITY SERVICE OPERATIONAL MANUAL -  
SUPPLEMENTS-ATLANTIC AREA COMMAND  
SECURITY SERVICE OPERATIONAL MANUAL -  
SUPPLEMENTS - NEW BRUNSWICK AREA COM-  
MAND \*\*DORMANT\*\* SEE: IA 295-20-5-H\*\*  
SECURITY SERVICE OPERATIONAL MANUAL  
- SUPPLEMENTS-ALBERTA AREA COMMAND  
SECURITY SERVICE OPERATIONAL MANUAL -  
SUPPLEMENTS-SOUTHWESTERN ONTARIO AREA  
COMMAND  
SECURITY SERVICE OPERATIONAL  
MANUAL-DISTRIBUTION \*\*TRANS FROM IA  
295-2-2\*\*  
SECURITY SERVICE OPERATIONAL  
MANUAL-BINDERS \*\*TRANS FROM IA 295-7\*\*  
ADMINISTRATION MANUAL-GENERAL \*\*TRANS  
FROM IA 295-4\*\*  
ADMINISTRATION MANUAL-AMENDMENTS TO:  
ADMINISTRATION MANUAL-AMENDMENTS TO:  
SUPPLEMENT A  
ADMINISTRATION  
MANUAL-BULLETINS-GENERAL  
ADMINISTRATIVE BULLETIN-HEALTH AND  
MEDICAL (DEAD-SHEETED 82-09-29)  
ADMINISTRATIVE BULLETIN-HEALTH REMUN-  
ERATION SUPPLEMENT (DEAD SHEETED  
82-09-29)  
ADMINISTRATIVE BULLETIN-ANNUAL LEAVE  
RESTRICTION (COMMONWEALTH CAMPS) (DEAD  
SHEETED 82-09-29)  
ADMINISTRATIVE BULLETIN-MEDICAL TREAT-  
MENT  
SECURITY SERVICE ADMINISTRATIVE BULLE-  
TIN-PANADE SYSTEM - "TURNAROUND DOCU-  
MENT" (DEAD SHEETED 82-09-29)

IA 295-20-4-9

IA 295-20-5 ✓

IA 295-20-5-A ✓

IA 295-20-5-C ✓

IA 295-20-5-D

→ IA 295-20-5-K

IA 295-20-5-E ✓

IA 295-20-5-F

→ IA 295-20-5-K

IA 295-20-5-H ✓

IA 295-20-5-J

IA 295-20-5-K ✓

IA 295-20-5-O ✓

IA 295-20-6

IA 295-20-7

IA 295-21

IA 295-21-3

IA 295-21-3 SUPP A

IA 295-21-4 ✓

IA 295-21-4-1

IA 295-21-4-2

IA 295-21-4-3

IA 295-21-4-4

IA 295-21-4-5

IA 295-21-4-6	SECURITY SERVICE ADMINISTRATIVE BULLETIN-SECURITY SERVICE AUDIT UNIT CO-ORDINATOR (DEAD SHEETED 82-09-29)
IA 295-21-4-7	SECURITY SERVICE ADMINISTRATIVE BULLETIN-LANGUAGE TRAINING-EVENING COURSES 1978/79
IA 295-21-4-8	SECURITY SERVICE ADMINISTRATIVE BULLETIN-RCMP RECREATION CLUB (DEAD SHEETED 82-09-29)
IA 295-21-4-9	SECURITY SERVICE ADMINISTRATIVE BULLETIN-OVERTIME POLICY
IA 295-21-4-10	SECURITY SERVICE ADMINISTRATIVE BULLETIN-TRAILER PARKING "N" DIVISION (DEAD SHEETED 82-09-29)
IA 295-21-4-11	SECURITY SERVICE ADMINISTRATIVE BULLETIN-INTERCITY CALLING (DEAD SHEETED 82-09-29)
IA 295-21-4-12	SECURITY SERVICE ADMINISTRATIVE BULLETIN-ANNUAL GENERAL MEETING PSA OTTAWA LOCAL (RCMP) (DEAD SHEETED 82-09-29)
IA 295-21-4-13	SECURITY SERVICE ADMINISTRATIVE BULLETIN-REVISED GRIEVANCE PROCEDURES-SECURITY SERVICE
IA 295-21-4-14	SECURITY SERVICE ADMINISTRATIVE BULLETIN-SECURITY SERVICE ORGANIZATION-TERMINOLOGY (DEAD SHEETED 82-09-29)
IA 295-21-4-15	SECURITY SERVICE ADMINISTRATIVE BULLETIN-GOOD HOUSEKEEPING-"HQ" BLDG. (DEAD SHEETED 82-09-29)
IA 295-21-4-16	SECURITY SERVICE ADMINISTRATIVE BULLETIN-RELOCATION (DEAD SHEETED 82-09-29)
IA 295-21-4-17	SECURITY SERVICE ADMINISTRATIVE BULLETIN - "R" DIRECTORATE MOVE TO VANGUARD BLDG. (DEAD SHEETED 82-09-29)
IA 295-21-4-18	SECURITY SERVICE ADMINISTRATIVE BULLETIN-GTA INTERCITY CALLING TO USA AND NCH SWITCHBOARD (DEAD SHEETED 82-09-29)
IA 295-21-4-19	SECURITY SERVICE ADMINISTRATIVE BULLETIN-MICROGRAPHICS (DEAD SHEETED 82-09-29)
IA 295-21-4-20	SECURITY SERVICE ADMINISTRATIVE BULLETIN-CHRISTMAS MESSAGE FROM THE DIRECTOR GENERAL (DEAD SHEETED 82-09-29)
IA 295-21-4-21	SECURITY SERVICE ADMINISTRATIVE BULLETIN-PERSONAL GREETINGS OF THE COMMISSIONER CHRISTMAS HOURS FOR FOOD SERVICES (DEAD SHEETED 82-09-29)
IA 295-21-4-A ✓	ADMINISTRATION MANUAL BULLETINS-ONTARIO AREA COMMAND
IA 295-21-4-C ✓	ADMINISTRATION MANUAL BULLETINS-QUEBEC AREA COMMAND
TR. IA 295-21-4-D	ADMINISTRATION MANUAL BULLETINS-MANITOBA AREA COMMAND
7 IA 295-21-4-K	

SECRET

- IA 295-21-4-B ✓
- TR TO  
IA 295-21-4-P  
IA 295-21-4-K ✓
- IA 295-21-4-B ✓
- TR TO  
IA 295-21-4-J
- IA 295-21-4-K ✓
- IA 295-21-4-O ✓
- IA 295-21-5-A ✓
- IA 295-21-5-C ✓
- TR IA 295-21-5-B  
IA 295-21-5-K
- IA 295-21-5-E ✓
- TR  
IA 295-21-5-P  
IA 295-21-5-K
- IA 295-21-5-B ✓
- TR TO  
IA 295-21-5-J
- IA 295-21-5-K ✓
- IA 295-21-5-O ✓
- IA 295-21-6
- IA 295-22
- IA 295-22 SUPP A
- IA 295-23
- IA 295-24
- IA 295-25

ADMINISTRATION MANUAL  
BULLETINS-BRITISH COLUMBIA AREA COM-  
MAND  
ADMINISTRATION MANUAL  
BULLETINS-SASKATCHEWAN AREA COMMAND  
ADMINISTRATION MANUAL  
BULLETINS-ATLANTIC AREA COMMAND  
ADMINISTRATION MANUAL BULLETINS - NEW  
BRUNSWICK AREA COMMAND \*\*DORMANT\*\*  
SEE: IA 295-21-4-H\*\*  
ADMINISTRATION MANUAL  
BULLETINS-ALBERTA AREA COMMAND  
ADMINISTRATION MANUAL  
BULLETINS-SOUTHWESTERN ONTARIO AREA  
COMMAND  
ADMINISTRATION  
MANUAL-SUPPLEMENTS-ONTARIO AREA COM-  
MAND  
ADMINISTRATION  
MANUAL-SUPPLEMENTS-QUEBEC AREA COMMAND  
ADMINISTRATION  
MANUAL-SUPPLEMENTS-MANITOBA AREA COM-  
MAND  
ADMINISTRATION  
MANUAL-SUPPLEMENTS-BRITISH COLUMBIA  
AREA COMMAND  
ADMINISTRATION  
MANUAL-SUPPLEMENTS-SASKATCHEWAN AREA  
COMMAND  
ADMINISTRATION  
MANUAL-SUPPLEMENTS-ATLANTIC AREA COM-  
MAND  
ADMINISTRATION MANUAL - SUPPLEMENTS -  
NEW BRUNSWICK AREA COMMAND  
\*\*DORMANT\*\* \*\*SEE: IA 295-21-5-H\*\*  
ADMINISTRATION  
MANUAL-SUPPLEMENTS-ALBERTA AREA COM-  
MAND  
ADMINISTRATION  
MANUAL-SUPPLEMENTS-SOUTHWESTERN ONTAR-  
IO AREA COMMAND  
ADMINISTRATION MANUAL - SECURITY SER-  
VICE SUPPLEMENTS - INDEX  
"S" DIRECTORATE RCMP-FINANCIAL MANAGE-  
MENT MANUAL - \*\*TRANS FROM IA 295-5\*\*  
"S" DIRECTORATE RCMP-FINANCIAL MANAGE-  
MENT MANUAL-DRAFTS, ETC. \*\*TRANS FROM  
IA 295-5 SUPP A\*\*  
AUDIT MANUAL-SECURITY SERVICE \*\*TRANS  
FROM IA 295-12\*\*  
PROPERTY MANAGEMENT MANUAL \*\*TRANS  
FROM IA 295-13\*\*  
RCMP STAFFING AND PERSONNEL MANUAL  
\*\*TRANS FROM IA 295-14\*\*

Government of Canada  
Gouvernement du Canada

## MEMORANDUM

## NOTE DE SERVICE

TO  
A

C.S.I.S. Administrative Services,  
Attention: [REDACTED] Head,  
Room C-109,  
Headquarters Building,  
Ottawa, Ont.

FROM  
DE

[REDACTED] Head,  
C.S.I.S.,  
B.C. Region,  
Records

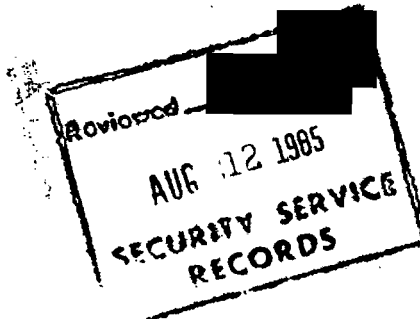
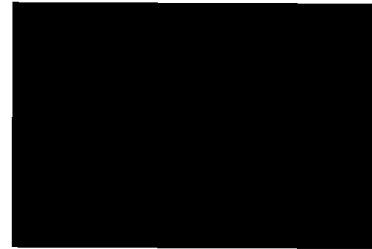
SECURITY - CLASSIFICATION - DE SÉCURITÉ
SECRET
OUR FILE / NOTRE RÉFÉRENCE
IA 295-20-4-E
YOUR FILE / VOTRE RÉFÉRENCE
DATE
85-05-28

SUBJECT  
OBJET

Re: C.S.I.S. Operational Manual Bulletins -  
B.C. Region

Attached are two copies of B.C. Region Bulletin # BCR-CSIS-OM1,  
for inclusion in C.S.I.S. Operational Manual, IV.1.

This bulletin was originated by [REDACTED] Internal Security,  
approved by R.B. CLAXTON, D.G., B.C. Region, and edited and published  
by the writer.



Copy of BCR Reg CSIS  
OM-1 given to [REDACTED]  
(OPDA)  
85-06-12.  
D.



RCMP GRC

s.15(1)(d)ii  
s.24(1)

1729173

CLASSIFIED MAIL RECEIPT

REÇU DE COURRIER CLASSIFIÉ

NOTE

ORIGINATOR — Original and duplicate to be sent to consignee.  
Triplicate to be retained until return of original.  
CONSIGNEE — Return original by return mail. Retain duplicate.

EXPÉDITEUR — L'original et la 1<sup>re</sup> copie doivent être transmis au destinataire. La 2<sup>e</sup> copie doit être conservée jusqu'au retour de l'original.  
DESTINATAIRE — Retourner l'original à l'expéditeur par retour du courrier et conserver la 2<sup>e</sup> copie.

Point of Origin — Expédié par <b>Vancouver, B.C.</b>	Branch or Office — S.-D./serv. centr. ou div./bureau <b>C.S.I.S. B.C. Region</b>	Date of Dispatch — Date d'expédition <b>85-05-28</b>
To — A <b>Director — C.S.I.S. Headquarters, Ottawa, Ont.</b>		Classification <b>SECRET</b>

File Numbers or description: — N<sup>o</sup> des dossiers ou description:

Attention:

**Manuals and Directives  
Unit**

IA 295-20-4-E

RECEIPT ACKNOWLEDGED  
ACCUSÉ DE RÉCEPTION

Signature

Date

# BULLETIN

MANUAL MANUEL

LIST LISTE

BULLETIN NO. N° DU BULLETIN

BCR - 1

BCR CSIS OM-1

ISSUED Publié LE

LAST NO. DERNIER N°

CSIS OPERATIONAL

85/04/24

BCAC-SSOM-6

SUBJECT:

OBJET:

s.15(1)(d)ii

s.16(2)

**CSIS - PUBLIC PROFILE - SECURITY OF INFORMATION**

## CONFIDENTIAL

### 1. GENERAL

- 1.a. This Regional Directive will provide guidelines to our employees concerning the balance to be struck between the need for operational secrecy, protection of personal identity and CSIS being a public institution needing public awareness of its existence.
- b. Circumstances and a matter of good judgement will determine each individual's personal responses when dealing with the public and/or having telephone interaction.

### 2. POLICY

#### 2.a. Identification of CSIS Personnel.

##### 2.a.1. Work related situations:

1. Under normal circumstances there should be no reason to hide the fact of employment by CSIS.
2. Use the CSIS Identification Warrant as a primary source of identification.
3. [REDACTED]
4. Avoid confirming that anyone, other than yourself, is an employee of CSIS.

##### 2.a.2. Non work related situations:

1. Socially or while conducting personal business be guided by the "need to know" principle with respect to the actual nature of your work.
2. [REDACTED]

##### 2.a.3. Public identification and documentation:

1. Only the Regional Director General will be publicly identified.
2. Documents certifying employment required by employees for outside agencies [REDACTED]

.../2

RECORD ON BULLETIN IN CHECK SHEET CONSIGNER SUR LA FEUILLE DE CONTRÔLE DES BULLETINS



RETAIN IN FRONT OF CHAPTER  
CONSERVER AU DÉBUT DU CHAP.

IV.1 CSIS OM



READ AND DESTROY  
LIRE ET DÉTRUIRE

000107

# BULLETIN

PAGE NO. N° DE PAGE

BULLETIN NO. N° DU BULLETIN

2

BCR CSIS OM-1

s.15(1)(d)ii

s.16(2)

3. All documents required by outside agencies, i.e., municipal records, public utilities, doctors, banks, etc.,



2.a.4. Telephone interaction:

1. All CSIS personnel are reminded to guard against supplying any personal information, on anyong, over the telephone.



3.a. Identification of CSIS Premises:

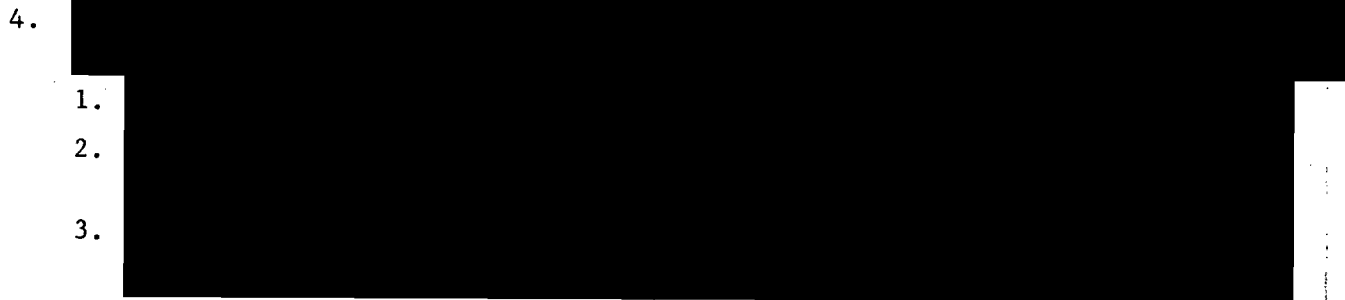
- 3.a.1. The location of B.C. Region Headquarters' building and our Victoria district office are a matter of public record.

2. The location of other premises is not to be disclosed.

3. Vancouver telephone #666-2988 and Victoria telephone #388-3672 are publicly listed CSIS numbers.

1. Persons answering those telephones will answer - "Canadian Security Intelligence Service".

2. If there is a need, the building street address may be given.



5. When in need of providing an overt mailing address, provide:

1. Canadian Security Intelligence Service  
Post Office Box 34230  
Postal Station "D"  
Vancouver, B.C.  
V6J 4Y5

14-0166 0-1 / 530-21 036-5206

# BULLETIN

6. When in need of providing a street address for any delivery to the building, provide:

1. Director General  
Canadian Security Intelligence Service  
Floor 5  
1177 West Broadway  
Vancouver, B.C.

s.15(1)(d)ii

s.16(2)

- Advise the Guard Post that you are expecting a deliver. The Guard Post will accept your material and inform you.
- Guards are cautioned not to accept unsolicited and suspicious parcels or letter.

4.a. Court Appearance by CSIS Employees:

- 4.a.1. In each instance where CSIS employees are required to appear in court when their employment may be questioned:

1.

2. All situations where the Judge and/or Counsel do not accede to this anonymity should be reported to Internal Security.

5.a. Confirmation of Past Employment:

- 5.a.1. Employees who request a character reference or proof of employment will be given a letter

" \_\_\_\_\_ was a satisfactory employee of a Department of this Ministry from \_\_\_\_\_ to \_\_\_\_\_. Confirmation may be obtained by telephoning \_\_\_\_\_ at telephone number \_\_\_\_\_."

- 5.a.2. The letter should be signed by or for the Director General and identified by the words "Director General".

- 5.a.3. In cases of dismissal the word "satisfactory" may be omitted.

- 5.a.4. No further information should be given without the written consent of the person involved.

DESTROY PREVIOUS COPY OF BCR CSIS OM-1

1470 (78-04) 7530-21-036-5206



Government  
of CanadaGouvernement  
du Canada**ACTION FICHE DE  
REQUEST SERVICE**

s.15(1)(d)ii

s.24(1)

To: [Redacted]	File No. — Dossier N°
	Date 85-05-27

From — De



B.C. Region Records

<input type="checkbox"/> Please call Prière d'appeler	Tel. No. — N° de tél.	Ext. — Poste
----------------------------------------------------------	-----------------------	--------------

<input type="checkbox"/> Returned your call Vous a rappelé	<input type="checkbox"/> Will call again Vous rappellera	<input type="checkbox"/> Wants to see you Désire vous voir
---------------------------------------------------------------	-------------------------------------------------------------	---------------------------------------------------------------

Date	Time — Heure	Message received by Message reçu par
------	--------------	-----------------------------------------

<input type="checkbox"/> Action Donner suite	<input type="checkbox"/> Approval Approbation	<input type="checkbox"/> Note & return Noter et retourner
<input type="checkbox"/> Comments Commentaires	<input type="checkbox"/> Draft reply Projet de réponse	<input type="checkbox"/> Note & forward Noter et faire suivre
<input type="checkbox"/> As requested Comme demandé	<input type="checkbox"/> Signature	<input type="checkbox"/> Note & file Noter et classer

85-03-19

This bulletin was not previously sent to MDU. See <sup>attached / rejoinder</sup> ~~new~~ Bulletin

000110

GC 12E BCR = CSIS = OM 1, 85-04-44.

# BULLETIN

LIST LISTE

BCR-1

BULLETIN NO. N° DU BULLETIN

BCR CSIS OM-1

MANUAL MANUEL

C.S.I.S. OPERATIONAL

ISSUED Publié LE

85-03-19

LAST NO. DERNIER N°

BCAC-SSOM-6

SUBJECT:

OBJET:

C.S.I.S. - PUBLIC PROFILE - SECURITY OF INFORMATION

ENGLISH

CONFIDENTIAL

FRANÇAIS

## 1. GENERAL

- 1.a. This Regional Directive will provide guidelines to our employees concerning the balance to be struck between the need for operational secrecy, protection of personal identity and C.S.I.S. being a public institution needing public awareness of it's existence.
- b. Circumstances and a matter of good judgement will determine each individuals personal response when dealing with the public and/or having telephone interaction.

## 2. POLICY

s.15(1)(d)ii

s.16(2)

### 2.a. Identification of C.S.I.S. Personnel

#### 2.a.1. Work Related Situations

1. Under normal circumstances there should be no reason to hide the fact of employment by C.S.I.S.
2. Use the C.S.I.S. Identification card as a primary source of identification.

3. [REDACTED]

4. Avoid confirming to anyone, other than yourself, as being an employee of C.S.I.S.

#### 2.a.2. Non Work-Related Situations:

1. Socially or while conducting personal business be guided by the "need to know" principle with respect to the actual nature of your work.

2. [REDACTED]

..... 2

RCMP CR 1469 (82-02) 7530-21-888-4760

RECORD ON BULLETIN IN CHECK SHEET CONSIGNER SUR LA FEUILLE DE CONTRÔLE DES BULLETINS

☒ X

RETAIN IN FRONT OF CHAPTER  
CONSERVER AU DÉBUT DU CHAP.

lv.1, CSIS OM

☐ READ AND DESTROY  
LIRE ET DÉTRUIRE

000111

# BULLETIN

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2

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BCR CSIS OM 1

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s.16(2)

ENGLISH

FRANÇAIS

## 2.a.3. Public Identification and Documentation:

1. Only the Regional Director General will be publicly identified.
2. Certification of Employment documents required by employees for outside agencies, [REDACTED]
3. All documents required by outside agencies, i.e. municipal [REDACTED]

## 2.a.4. Telephone Interaction:

1. All C.S.I.S. personnel are reminded to guard against supplying any personal information, on anyone, over the telephone.
2. [REDACTED]
3. [REDACTED]

## 3.a. Identification of C.S.I.S. Premises:

- 3.a.1. The location of B.C. Region H.Q. building and our Victoria District Office are a matter of public records.
2. The location of other premises is not to be disclosed.
3. Vancouver telephone # 732-4332 and Victoria telephone # 388-3762 are publicly listed C.S.I.S. numbers.
  1. Persons answering those telephones will answer - Canadian Security Intelligence Service.
  2. If there is a need, the building street address may be given.

4. [REDACTED]

1. [REDACTED]
2. [REDACTED]

..... 3

1470 (78-04) 7530-21-036-5206

RCMP GRC

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# BULLET N

ENGLISH

FRANÇAIS

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# BULLET N

PAGE NO. N° DE PAGE

3

BULLETIN NO. N° DU BULLETIN

BCR CSIS OM 1

s.15(1)(d)ii

s.16(2)

ENGLISH

FRANÇAIS

3. [REDACTED]

5. When in need of providing an overt mailing address, provide:

1. Canadian Security Intelligence Service,  
P.O. Box 34230, Stn. "D",  
Vancouver, B.C.  
V6J 4Y5

6. When in need of providing a street address for any delivery to the building, provide:

1. Director General,  
Canadian Security Intelligence Service,  
1177 West Broadway, Floor # 5,  
Vancouver, B.C.

- Advise the Guard Post that you are expecting a delivery.  
The Guard Post will accept your material and inform you.

ORIGINATED BY: Internal Security,  
B.C. Region, C.S.I.S.

1470 (78-04) 7530-21-036-5206

RCMP GRC

000114

# BULLETIN

ENGLISH

FRANÇAIS

s.15(1)(d)ii

s.16(2)

# BULLETIN

LIST LISTE

BCR-1

BULLETIN NO. N° DU BULLETIN

BCR CSIS OM-1

MANUAL MANUEL

C.S.I.S. OPERATIONAL

ISSUED PUBLIÉ LE

85-03-19

LAST NO. DERNIER N°

BCAC-SSOM-6

SUBJECT:

OBJET:

C.S.I.S. - PUBLIC PROFILE - SECURITY OF INFORMATION

s.15(1)(d)ii

s.16(2)

CONFIDENTIAL


## 1. GENERAL

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4. Avoid confirming to anyone, other than yourself, as being an employee of C.S.I.S.

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..... 2

RECORD ON BULLETIN IN CHECK SHEET CONSIGNER SUR LA FEUILLE DE CONTRÔLE DES BULLETINS



RETAIN IN FRONT OF CHAPTER  
CONSERVER AU DÉBUT DU CHAP.

1V.1, CSIS OM



READ AND DESTROY  
LIRE ET DÉTRUIRE

000116

s.15(1)(d)ii

s.16(2)

## 2.a.3. Public Identification and Documentation:

1. Only the Regional Director General will be publicly identified.
2. Certification of Employment documents required by employees for outside agencies. [REDACTED]
3. All documents required by outside agencies, i.e. municipal records, public utilities, doctors, banks, etc., [REDACTED]

## 2.a.4. Telephone Interaction:

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4. [REDACTED]

1. [REDACTED]

2. [REDACTED]

..... 3

# BULLETIN

s.15(1)(d)ii

s.16(2)

3. 

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P.O. Box 34230, Stn. "D",  
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V6J 4Y5

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Canadian Security Intelligence Service,  
1177 West Broadway, Floor # 5,  
Vancouver, B.C.

- Advise the Guard Post that you are expecting a delivery.  
The Guard Post will accept your material and inform you.

ORIGINATED BY: Internal Security,  
B.C. Region, C.S.I.S.

1470 (78-04) 7530-21-036-5206





CLASSIFICATION SHEET - FEUILLE DE CLASSEMENT

Sheet No. - Feuille No

File No. - Dossier No

1A 295-20-4-E

Name - Nom

~~Security Service Operational Manual -~~  
~~British Columbia Area Command - Bulletin~~  
① CSIS Operational Manual - British Columbia Region -  
Bulletin.

Sub-Heading - Sous-titre

B.C. Area Command - Bulletin - Sec. Serv. Ops  
② Manual  
British Columbia Region - Bulletin - CSIS  
Ops. Manual.

Address - Adresse

Date and Place of Birth - Date et lieu de naissance

Occupation

Citizen Certificate No.

No de certificat de citoyenneté

Arrived in Canada

Date d'arrivée au Canada

S.I.N. or S.S.N. - No d'A.S. ou No de S.S.

Name of Parent - Nom d'un parent

Spouse - Époux(se)

Misc. Data - Renseignements divers

Delete - Supprimer

s.15(1)(d)ii

s.24(1)

Cross Reference to - Renvoi à

Amendments Modifications	Date	Classifier Classificateur	Ledger Keeper Préposé au grand livre	Amendments Modifications	Date	Classifier Classificateur	Ledger Keeper Préposé au grand livre
① Caption	85-8-12	MAH	14 198	③			
② "See" Card	86-10-20	Lm	NOV 18	④			
				CARDED - 22			
File Requested by - Demandeur du dossier		Classifier's Initials - Date Initiales du classificateur et date		Ledger Keeper's Initials and Date Initiales du préposé au grand livre et date			
G4		K169 79-01-24		YAC 79-1-24			