(a) Identification of Language Requirements –
     Non-Rotational Positions

Appendix 'D' contains the policies related to the description of, and the criteria for, the identification of the language requirements of a position, as well as the policies which determine the linguistic profile of bilingual positions and the application of the selection standard. Bureaux and Divisions are to identify the linguistic requirements of their non-rotational positions in accordance with these policies, including the use of the Language Selection Standard (Policy III.5).

The Department is required to enter official languages information in the Official Languages Information System (OLIS), the central computer operated by the Department of Supply and Services on behalf of the Treasury Board. The input of this information into the OLIS is by means of the Official Languages Input Form (OLIF).

The linguistic identification of non-rotational positions is to be reported to the Language Requirements Unit (APPL) by the completion of pre-printed OLIFs, which will be forwarded to Bureaux and Divisions under separate cover. To assist managers, these OLIFS will reflect the current linguistic profile of their positions as previously identified and recorded into OLIS by the Language Requirements Unit. Completed OLIFs are to be accompanied by an up-to-date organization chart showing the position numbers.