Bureaux/Divisions/Posts are to submit their re-identification plans to APPL by memorandum or numbered letter, as applicable, along with an up-to-date organization chart showing all positions in the organization by position number and reporting relationship. It should be noted that the organization charts of Bureaux/Divisions at Headquarters will display both rotational and non-rotational positions, but the procedure for reviewing the latter group is described in sub-section (a), page 24.

The following criteria as contained in Policy III.4 of Appendix 'D' are to be used as the basis for identifying bilingual positions:

Criterion	Description
1.	Service to the Public.
2.	Personal Services to Federal Employees.
3.	Central Services to Federal Employees.
4.	Interlocutory Functions.
5.	Supervisory Functions.
6.	A formal level in the grievance procedure.
7.	Other. (Explain)

Following is a suggested format which may be used for submitting the re-identification data:

Position Number	Group and Level	Function	Linguistic Identification	Level of Competence	Identification Criterion Number
			B, E, F, or E/O	A, B, or C	Nos. 1 through 7 selected from above paragraph.