

Bureaux and Divisions will be provided with comprehensive instructions on the procedures to follow in completing the foregoing documentation when they receive the OLIF forms under separate cover.

(b) Language Requirements of Rotational Positions

It should be noted that the Treasury Board Policies relating to the identification of the language requirements are designed to apply to non-rotational positions, and therefore certain adjustments have had to be made to the policies to meet the particular needs of the rotational foreign service. Consequently, these guidelines should be read in conjunction with the "Special Arrangements" pertaining to the language requirements of positions in the Foreign Service as contained in Appendix 'B'.

As background information and as a starting point, we enclose separately the respective Bureau/Division/Post linguistic profiles for their rotational positions as identified in the 1974 review. This data was used as the basis for calculating the language requirements in terms of percentages of occupational groups and operational units both in Ottawa and abroad.

Essentially the task of managers is to examine each rotational position within their organization and to determine the appropriate linguistic identification in keeping with the official languages objectives.