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Dec 87

Records of Policy, Legal, Research, Historical, etc,
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DND 736 (8/80)
7690-21-883-3097

MINISTÈRE DE LA DÉFENSE NATIONALE
AVIS DE DÉPOUILLEMENT D'UN
DOSSIER

En vertu du manuel du Plan de conservation et d'élimi-
nation des dossiers, A-AD-D11-001/AG-001, Chapitre
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respondance antérieure au:

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Government
of Canada

Gouvernement
du Canada

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CLOSED VOLUME VOLUME COMPLET

DATED FROM À COMPTER DU	JAN 22 JUL 88 1 Jan 88	TO JUSQU'AU	23 NOV 89 30 Nov 89
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AFFIX TO TOP OF FILE - À METTRE SUR LE DOSSIER

DO NOT ADD ANY MORE PAPERS - NE PAS AJOUTER DE DOCUMENTS

FOR SUBSEQUENT CORRESPONDENCE SEE - POUR CORRESPONDANCE ULTÉRIEURE VOIR	
FILE NO. - DOSSIER N° 1211-CIS	VOLUME 3

CONFIDENTIAL

MEMORANDUM

P.A.
1211-CIS (DSTI)

23 Nov 89

Distribution List

PRACTICE TRIAL INSPECTION
SINGLE SMALL-SCALE FACILITY AT DRES

Refs: A. 2245-57 (CRAD Special Projects) 2 Oct 89
B. 2245-57 (CRAD Special Projects) 29 Sep 89
C. 2245-57 (CRAD Special Projects) 27 Oct 89

1. Ref A requested an assessment by DSTI of the security implications pertinent to the Practice Trial Inspection of the Single Small Scale Facility (SSSF) at DRES. The details pertinent to the Practice Inspection are presented in Refs B and C, as well as elsewhere in a final report still to be circulated. This response is concerned only with the specific security concerns noted by the undersigned during the Practice Inspection held at DRES during 15-17 Nov 89.

2. Security concerns noted were:

- a. Escort of Inspectors: DRES security staff exercised good control and appreciation of handling of non-cleared personnel in the DRES environment. The visitors had to produce identity papers to obtain their "Escort Required" badges. Throughout all their activities in DRES and the surrounding environs, at least one, and usually two, escorts were present to watch, observe, and guide the activities of the inspectors;
- b. DRES Briefings: A number of practices were noted that warrant correction:
 - (1) Initial Security Brief: Before the DRES briefing began, no general security awareness brief was made. This should have defined the limitations of access by the inspectors to DRES property and personnel, as well as certain aspects of handling (washroom visits, etc);

.../2

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- (2) DRES Slides: All DRES slides that contain classified information should be labelled with the appropriate security classification. At least five slides were shown that were classified but which were not identified as such. Only those slides which are necessary for showing should be displayed. These should all be unclassified for the inspection of the SSSF; and,
 - (3) DRES Candour: Examples of excessive candour was displayed by several DRES personnel. The DRES program was presented in far too much detail and the briefers described material that was classified. This included specific personnel and financial support for various DRES programs, information on the XM-16, and the SICA committee within NATO. It was revealed that the SSSF also produced organofluorine compounds. The specific individual responsible for this latter activity was identified. This was not required, and beyond the need-to-know for the inspectors;
- c. DRES Conference Rooms: The inspectors were left unescorted in the DRES Conference Room. This enabled the potential espionage exploitation of DRES audio-visual equipment as well as the conference room itself, through the surreptitious leaving of listening devices, etc. In addition, several pieces of information were easily acquired from filing cabinets in this room, such as conference name places of Dr. Kelley, CDE; Dr. V. Micusan, Institut Armand Frapplier; Dr. Adams, DPG; Dr. Resnet, DPG; Col Johnson, WRAIR; as well as certain DRES personnel. Such names and agency listings is conducive to follow-up exploitation. An unclassified DRES map was also acquired here. This material should not have been left in the room. Furthermore, the inspectors should not have been left alone here, or for that matter in the small conference room visited later, which although sanitized could have been a place for covert placement of listening devices. Of note is the observation that sensitive material was readable on the small conference display board, even after it was hurriedly erased after the inspectors entered the room;

.../3

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- d. DRES Laboratories on display: Although the general security status of the SSSF was good, several problems were detected:
- (1) Names of DRES personnel and specific laboratory sites were easily observed on walls and doors. These should be covered in an inspectors' visit;
 - (2) The DRES telephone lists were easily acquired from desks or benches etc;
 - (3) The CBDS Communication System regulations was easily observed from a wall display area;
 - (4) A private lab book was acquired without notice and scanned for content. Although it did not appear to contain classified data, the data it did contain was useful for scientific intelligence exploitation. Indeed, the book could have easily been removed from the SSSF without any notice. Other lab material was also easily removable;
 - (5) The content list or inventory for the SSSF chemical refrigerator was easily acquired;
 - (6) The telephone for the SSSF was not monitored and could have been easily implanted with a bug;
 - (7) On questioning, one technician discussed candidly his organofluorine work in the SSSF, a topic which was beyond the need-to-know of the inspectors; and,
 - (8) The dumb-waiter to the SSSF is not secure and can be penetrated from the second floor which is not locked. This would permit covert entry to the SSSF by any DRES person or non-escorted visitor, as well as removal of agent from the SSF.
- e. Visit to Site 14A: On leaving this site, the inspectors were able to observe a vertical grid for CW testing. This would seem to be beyond their need-to-know and they should not have been driven by this location.

.../4

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3. Recommendations for corrective action are as follows:

- a. A general security brief should be provided to the inspectors in the initial meeting, explaining their limits of access to DRES staff and material;
- b. The inspectors should be shown only those unclassified slides that are absolutely necessary. Discussion of any information that the inspectors do not need-to-know should be avoided;
- c. The inspectors should not be left alone in the large conference room at any time. Both this room and the small conference room should be swept for listening devices after the visit;
- d. No sensitive material should be left in the large or small conference rooms that could be acquired by the inspectors;
- e. Laboratory names should be covered for the visit;
- f. In the SSSF, telephone lists and communication lists should not be left for access or on display. Similarly, private lab books and the refrigerator content list should be secured;
- g. The SSSF dumbwaiter should be secured. The SSSF and its telephone should be swept for listening devices after the inspection; and,
- h. The trip from site 14A should not pass to the south of the vertical grid.



Dr. L.A. Kuehn
DSTI
8-0047

DISTRIBUTION LIST

CRAD (Special Projects Officer)
C/DRES

CONFIDENTIAL

000007

MEMORANDUM

P.A.
1211-CIS (DSTI)

19 Oct 89


Distribution List

PRACTICE TRIAL INSPECTION
SINGLE SMALL-SCALE FACILITY AT DRES

Ref: 2245-57 (CRAD Special Projects) 2 Oct 89

1. The reference has been reviewed and discussed within DSTI and DG Int. The name of a DSTI analyst to attend the trial inspection will be submitted to you shortly, pending reallocation of ongoing DSTI assignments. It is appreciated that the assessment of security implications is an important requirement for you and one carried out best by someone from DSTI.

2. I have already informed you of the interest shown in this inspection by the newly-formed Arms Control and Verification Advisory Team (ACVAT) within CIS. This group would like to have one of their people attend as an observer as well and would appreciate an invitation to this effect. They can be reached at 8-0267.


Dr. L.A. Kuehn
DSTI
8-0047

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Action

CRAD Special Projects Officer

Info

ACVAT

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~~Secret~~

PA

MEMORANDUM

1211-CIS (DGISS Adm)

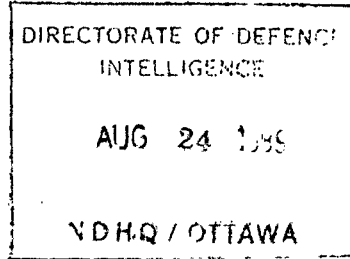
23 Aug 89

Distribution List

LANGUAGE PROFICIENCY EXAMS

Ref: 1211-1 (DPSPR) 22 Aug 89

1. Language proficiency exams for NDHQ will commence in Sep 89. Testing will be conducted by NDHQ/AU Language Testing Center.
2. To facilitate testing coordination, addressees are requested to appoint a language coordinator for each UIC within their area of responsibility. Name, rank and phone number of appointees are to be forwarded directly to NDHQ/AU Language Testing Center. Info may be passed by telephone to F. Beauchamp at 992-9205.



V. L. Kwasnik
V. L. Kwasnik
Maj
DGISS Adm
998-0266

DISTRIBUTION LIST

SO/DG Int
SO/DG Secur

② DG Int Directors: DIWP

Please appoint a directorate coordinator to liaise directly with Language Test Centre.

③
SO/DG Int
I've talked to Capt +
nickel of DIWP. I'll
co-ordinate for both
DIWP & DIWP.
James
180

L.P. Kwie
Capt
SO/DG INT
991-4228

MEMORANDUM

1211-CIS (DGISS Adm)

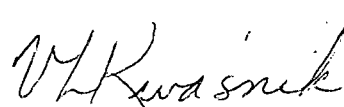
23 Aug 89

Distribution List

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V. L. Kwasnik
Maj
DGISS Adm
998-0266

DISTRIBUTION LIST

SO/DG Int
SO/DG Secur

MEMORANDUM

PA
1211-CIS (DGISS Adm)

23 Aug 89

NDHQ/AU Language Testing Center

LANGUAGE PROFICIENCY EXAMS

Ref: 1211-1 (DPSPR) 22 Aug 89

The testing coordinator for UIC 2201 will be MWO J. Y. Deschenes at 998-0273.

V. L. Kwasnik

V. L. Kwasnik
Maj
DGISS Adm
998-0266

MEMORANDUM

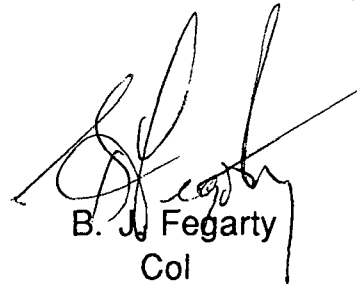
(1211-CIS (DGISS Adm))

31 Jul 89

DISA

OFFICIAL LANGUAGES-WORK INSTRUMENTS

1. In order to comply with the official languages policy, it is necessary to correspond with our attaches and to promulgate all our administrative instructions and technical directives in bilingual format.
2. It is requested that you take whatever action is necessary to obtain the ability to prepare correspondence in French on the CPT 9000 located in DCFAP in order to achieve this objective.


B. J. Fegarty
Col
DGISS
998-0533

MEMORANDUM

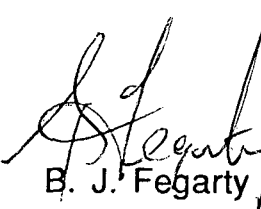
1211-CIS (DGISS Adm)

17 Jul 89

DPCOR

OFFICIAL LANGUAGES
INTELLIGENCE AND SECURITY NCMS

1. CIS is attempting to address the bilingualism problem within the Branch. In order to prepare an action plan for a "get well program" it is necessary to start from an inventory of our current assets.
2. It is requested that the following information be provided for both Int Op 111 and MP 811 in the CF:
 - a. total # of NCMS;
 - b. # of bilingual NCMS and the degree of functionality; and
 - c. # of francophones.
3. It is also requested that information regarding the number of vacancies for both Int Ops and MPs available each year for French language training, the number of Int Ops and MPs who have undertaken this training for each of the past three years and the success rate be provided. Any other information that you consider helpful in the preparation of an action plan would be greatly appreciated.


B. J. Fegarty
Col
DGISS
998-0533

MEMORANDUM

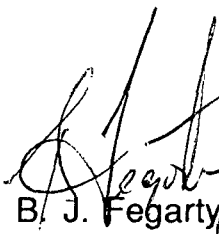
1211-CIS (DGISS Adm)

17 Jul 89

DPCO

OFFICIAL LANGUAGES
INTELLIGENCE AND SECURITY OFFICERS

1. CIS is attempting to address the bilingualism problem within the Branch. In order to prepare an action plan for a "get well program" it is necessary to start from an inventory of our current assets.
2. It is requested that the following information be provided for both Int 82 and Sec 81 officers in the CF:
 - a. total # of officers;
 - b. # of bilingual officers and the degree of functionality; and
 - c. # of francophones.
3. It is also requested that information regarding the number of vacancies for both Int and Sec officers available each year for French language training, the number of Int and Sec officers who have undertaken this training for each of the past three years and the success rate be provided. Any other information that you consider helpful in the preparation of an action plan would be greatly appreciated.


B. J. Fegarty
Col
DGISS
998-0533

MEMORANDUM

CR/PA

1211-CIS (SO DG Secur)

18 Jul 89

CIS Adm

OFFICIAL LANGUAGES ACTION PLAN
SECURITY DIVISION QUARTERLY REPORT

Ref: 1211-CIS (DGISS) 9 Feb 89

Subject report for DG Secur is enclosed.



B.W. Matthews
Capt
SO DG Secur
998-6980

Enclosure: 1

WORK INSTRUMENTS/OUTILS DE TRAVAIL

Total number of work instruments (#)/Nombre total d'outils de travail (#)
 No. of bilingual instruments (#)/Nombre d'outils bilingues (#)
 Percentage bilingual instruments (%)/Pourcentage d'outils bilingues (%)

1988	1989			1990				
121	121	131						
37	37	37						
31	31	28						

Work Instruments/Outils de travail

Orders/Ordonnances
 Internal AIs/SOPs/LA/POD Internes
 References/Dictionaries/Références/Dictionnaires
 Office Equipment/Articles de bureau

English Anglais	French Français	Bilingual Bilingues	Total
0	0	0	0
20	0	0	20
42	4	12	58
18	9	25	53

Grand Total

37 131

USE OF BOTH LANGUAGES AT MEETINGS/CONFERENCES/UTILISATION DES DEUX LANGUES LORS DE RÉUNIONS/CONFÉRENCES

No. of meetings/conferences (#)/No. de réunions/conférences (#)
 Use of both official languages (#)/Utilisation des deux langues officielles (#)
 Percentage bilingual meetings (%)/Pourcentage des réunions bilingues (%)

1988	1989			1990				
64	21	19						
0	0	0						
0	0	0						

Note: Group/Branch/Division/Directorate meetings only.

Nota: Réunions de Groupe/Branche/Division et Directeurat seulement.

CIVILIAN (SM & Abv)/CIVILS (GS et plus)

Bilingual positions (#)/Postes bilingues (#)

Filled by qualified personnel (#)/Occupés par du personnel qualifié (#)

Percentage of qualified personnel (%)/Pourcentage de personnes qualifiées (%)

Expectations (%)/Probabilité (%)

1988	1989				1990			
0	0	0						
0	0	0						
0	0	0						

Note/Nota: Rank/level difference between military and civilian positions./Grade/niveau différents entre les postes militaires et civils.

LANGUAGE OF WORK/LANGUE DE TRAVAIL

BILINGUAL POSITIONS WITH QUALIFIED PERSONNEL (All Ranks/Levels)/POSTES BILINGUES AVEC PERSONNES QUALIFIÉES (Tous grades/niveaux)

Total bilingual positions (#)/Total des postes bilingues (#)

Filled with qualified personnel (#)/Occupés par du personnel qualifié (#)

Percentage qualified personnel (%)/Pourcentage de personnes qualifiées (%)

1988	1989				1990			
47	47	47						
15	15	9						
32	32	19						

CRITICAL MASS/MASSE CRITIQUE

Francophone SMs/Cols & Abv (#)/GS/Cols et plus (#)

Francophone Officers to LCol/Civ Equiv (#)/Officiers de Lcol/Équiv civil (#)

Francophone NCMs/Civ Equiv (#)/MNC/Équiv civil (#)

Total population (#)/Totale (#)

Percentage of Francophones (%)/Pourcentage de Francophones (%)

1988	1989				1990			
0	0	0						
5	4	2						
29	28	25						
107	108	108						
32	26	23						

NDHQ OFFICIAL LANGUAGES ACTION PLAN ANNUAL/QUARTERLY REPORT

PLAN D'ACTION DU QGDN - LANGUES OFFICIELLES RAPPORTS ANNUELS/TRIMESTRIELS

Group/Branch: _____
 Groupe/Branche: _____

Date: _____

SERVICE TO THE PUBLIC/SERVICE AU PUBLIC

TELEPHONE/TÉLÉPHONE

Initial Contact - bilingual response (%) / Premier Contact - réponses bilingues (%)

Service offered in French (%) / Service offert en Français (%)

Nov/nov 88	Dec/déc 88	Jan/jan 89	Feb/fév 89	Mar/mars 89	Apr/avr 89

STAFFING OF BILINGUAL POSITIONS/DOTATION DE POSTES BILINGUES

MILITARY (Maj/L Cdr & Abv) / MILITAIRE (Maj/Lcdr et plus)

Bilingual positions (#) / Postes bilingues (#)

Filled by qualified personnel (#) / Occupés par du personnel qualifié (#)

Percentage of qualified personnel (%) / Pourcentage de personnes qualifiées (%)

Expectations (%) / Probabilité (%)

1988	1989			1990			
13	13	13					
3	2	1					
23	15	7.7					

Note: Staffing is an ADM(Per) function - managers' expectations are estimated future requirements only.

Nota: La dotation est une fonction du SMA(Per) - La probabilité est l'estimé du gestionnaire.

CIS DEPT PRINCIPAL DES DOSSIERS
CIS MAIN REGISTRY

Referred to SEC

MEMORANDUM

MAY 26 1989
MAI 26 1989

Control No. 3822
Contrôle No. 3822

1211-6-3 (DTTC 2)

File No. 1211-CIS
Dossier No. 1211-CIS

23 May 89

Distribution List

TRANSLATION SERVICES
REQUESTS FOR DISKETTES

CR/PA

1. Secretary of State Translation Bureau (SSTB) advises that the translation section assigned to NDHQ has two types of word-processing system that may make possible a better service to NDHQ users of translation services. Most of the translations now prepared by SSTB are kept on diskette for a certain period. The two systems are:

- a. MICOM 2000; and
- b. Wang OIS.

2. SSTB also contracts work out to individuals and firms that use other systems, for example AES, Word Perfect, etc. While the availability of such systems has obvious advantages, SSTB is bound by strict rules regarding apportionment of work, and cannot guarantee that translation work will always be done by a contractor that has a system that is the same as, or is even compatible with, that of the NDHQ user of translation services.

3. The NDHQ Section of SSTB has now offered three services to DND personnel requesting translation services:

- a. On receipt of a DND diskette (MICOM or Wang, depending on which system was used), SSTB will provide a copy of the SSTB diskette.
- b. SSTB will up-date translations that have been stored on diskette, provided that all changes are clearly identified on the previous version of the original text.
- c. SSTB will lend a diskette to a DND user to allow for transfer of a translation to a compatible system (e.g. via KEYWORD).

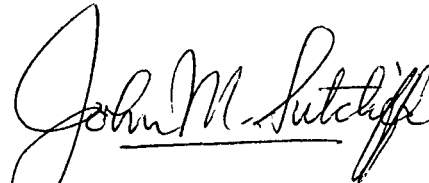
4. All details of transfer of translations between word-processing systems will be the DND OPI's responsibility, and SSTB will not become involved in that process. There is a KEYWORD service at 10 NT, telephone 995-1786.

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5. In all of the above it should be understood that different translation sections (and contractors) have different areas of specialization, and that the possibility will always exist that a section (or contractor) that has the required subject expertise may not have the word-processing equipment required by a particular OPI.

6. This information is circulated to translation coordinators throughout the Ottawa area so that they may advise their OPIs accordingly.


for M. Fortin
LCol
DTTC
992-5682

DISTRIBUTION LIST

MND/Assoc MND, Attn: MWO Leclerc
EA/DM, Attn: J.M.D. Henrie
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→ EA/VCDS, Attn: Cdr Bain
ADM(Pol)/AO, Attn: Capt Beggs
SO/DCDS, Attn: LCdr Campbell
ADM(Per)/D Pers CS, Attn: LCol Levasseur
ADM(Mat)/DMAS 2, Attn: Capt Ryan
EA/ADM(Fin), Attn: LCol Bornais
DG Info/DIS, Attn: C. Tremblay
DG Exec Sec/Exec Sec Co-ord, Attn: B. Shore
SO/CRS, Attn: Capt Farevaag
JAG/SO Admin, Attn: Maj Bowness

MEMORANDUM

1211-CIS (CIS ADM)

10 May 89

Distribution List

BILINGUAL TELEPHONE ANSWERING

1. The telephone answering policy within NDHQ is that all personnel shall answer the phone using a bilingual format. CIS has reiterated that all personnel within the CIS Branch shall comply with the policy.
2. Some examples of bilingual format are as follows:
 - a. "CIS Adm, Adjudant-maitre Curodeau"
 - b. "Maj Kwasnik, bonjour"
3. Addressees are to take action to ensure that their staff is aware of and complies with this policy.



V.L. Kwasnik
Maj
CIS Adm 2
998-0266

DISTRIBUTION LIST

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CIS Adm 2-2	Doc Control
CC	DSTI Sub-registry
Travel Clerk	DDI Sub-registry
Main CR	DG Secur Sub-registry
SCR	Repro Centre

MEMORANDUM

1211-6 (CIS) PA

25 Apr 89

Distribution List

BILINGUAL TELEPHONE ANSWERING

1. Please see attached VCDS memo to me. We've discussed the issue on several occasions and now have had sufficient time to get the DND policy implemented - unfortunately we have not been sufficiently successful.
2. The last survey was 16 out of 20 bilingual responses. It is the last increment that we must achieve. The last survey offenders were CIS ADM, DSTI, D Police Ops and D SECUR Ops. The survey is random so the next may hit on other areas.
3. You are to take action to ensure that everyone is aware of and complies with the policy.



R.P. Pattee
MGen
CIS
998-0257

DISTRIBUTION LIST

DG INT
DG SECUR
DGISS
DISA

MEMORANDUM

P/A

1211-CIS (DIPD)

10 Apr 89


CIS Adm 2

OFFICIAL LANGUAGES (OL) ACTION PLAN

Ref: 1211-CIS 09 Feb 89

1. As per Ref, attached is the DIPD quarterly OL Report for the period Jan-Mar 89.
2. DIPD has complied with the communication guide attached to Ref. There are no bilingual civilian positions in DIPD nor francophones in the SM and above category.

JCharette/CWO/DIPD 4-2/kip


D.M. Robb
LCol
DIPD
998-0280

Enclosure:

ATTENTION: TRAITEMENT
TO/A ANNEX A/ANNEXE
TO: 1211-6 (VCBS)
DATED/DATEE: 27 Fe

NDHQ OFFICIAL LANGUAGES ACTION PLAN ANNUAL/QUARTERLY REPORT

PLAN D'ACTION DU QGDN - LANGUES OFFICIELLES RAPPORTS ANNUELS/TRIMESTRIELS

Group/Branch: CIS/DIPD
Groupe/Branche:

Date: Apr 89

SERVICE TO THE PUBLIC/SERVICE AU PUBLIC

TELEPHONE/TÉLÉPHONE

Initial Contact - bilingual response (%) / Premier Contact - réponses bilingues (%)

Service offered in French (%) / Service offert en Français (%)

Nov/nov 88	Dec/déc 88	Jan/jan 89	Feb/fév 89	Mar/mars 89	Apr/avr 89

STAFFING OF BILINGUAL POSITIONS/DOTATION DE POSTES BILINGUES

MILITARY (Maj/LCdr & Abv)/MILITAIRE (Maj/Lcdr et plus)

Bilingual positions (#) / Postes bilingues (#)

Filled by qualified personnel (#) / Occupés par du personnel qualifié (#)

Percentage of qualified personnel (%) / Pourcentage de personnes qualifiées (%)

Expectations (%) / Probabilité (%)

1988	1989				1990			
1	1							
1	1							
100	100							

Note: Staffing is an ADM(Per) function - managers' expectations are estimated future requirements only.

Note: La dotation est une fonction du SMA(Per) - La probabilité est l'estimé du gestionnaire.

ANNEX A
TO/A ANNEX A ANNEXE A
TO: 1211-6 (VCBS)/VCED)
DATED/DATEE: Feb 89

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CIVILIAN (SM & Abv)/CIVILS (GS et plus)

Bilingual positions (#)/Postes bilingues (#)

Filled by qualified personnel (#)/Occupés par du personnel qualifié (#)

Percentage of qualified personnel (%) / Pourcentage de personnes qualifiées (%)

Expectations (%) / Probabilité (%)

1988	1989				1990			
0	0							
0	0							
0	0							

Note/Nota: Rank/level difference between military and civilian positions./Grade/niveau différents entre les postes militaires et civils.

LANGUAGE OF WORK/LANGUE DE TRAVAIL

BILINGUAL POSITIONS WITH QUALIFIED PERSONNEL (All Ranks/Levels)/POSTES BILINGUES AVEC PERSONNES QUALIFIÉES (Tous grades/niveaux)

Total bilingual positions (#)/Total des postes bilingues (#)

Filled with qualified personnel (#)/Occupés par du personnel qualifié (#)

Percentage qualified personnel (%) / Pourcentage de personnes qualifiées (%)

1988	1989				1990			
2	2							
2	2							
100	100							

CRITICAL MASS/MASSE CRITIQUE

Francophone SMs/Cols & Abv (#)/GS/Cols et plus (#)

Francophone Officers to LCol/Civ Equiv (#)/Officiers de Lcol/Équiv civil (#)

Francophone NCMs/Civ Equiv (#)/MNC/Équiv civil (#)

Total population (#)/Totale (#)

Percentage of Francophones (%) / Pourcentage de Francophones (%)

1988	1989				1990			
0	0							
0	0							
1	1							
9	9							
11	11							

TO/A ANNEX A/ANNEXE A
TO: 1211-6 (VCDS)/(VCED)
DATED/DATEE: 1 / Feb 89

- 3 -

WORK INSTRUMENTS/OUTILS DE TRAVAIL

Total number of work instruments (#)/Nombre total d'outils de travail (#)
No. of bilingual instruments (#)/Nombre d'outils bilingues (#)
Percentage bilingual instruments (%)/Pourcentage d'outils bilingues (%)

1988	1989	1990
129	129	
2	2	
65	65	

Work Instruments/Outils de travail

Orders/Ordonnances

Internal AIs/SOPs/IA/POD Internes

References/Dictionaries/Références/Dictionnaires

Office Equipment/Articles de bureau

English Anglais	French Français	Bilingual Bilingues	Total
7	0	0	7
13	0	1	14
106	1	1	108

Grand Total

129

USE OF BOTH LANGUAGES AT MEETINGS/CONFERENCES/UTILISATION DES DEUX LANGUES LORS DE RÉUNIONS/CONFÉRENCES

No. of meetings/conferences (#)/No. de réunions/conférences (#)
Use of both official languages (#)/Utilisation des deux langues officielles (#)
Percentage bilingual meetings (%)/Pourcentage des réunions bilingues (%)

1988	1989	1990
55	10	
0	0	
0	0	

Note: Group/Branch/Division/Directorate meetings only.

Nota: Réunions de Groupe/Branch/Division et Directeurat seulement.

MEMORANDUM

P.A.
1211-CIS (DSTI)

17 Apr 89

CIS Adm 2

OFFICIAL LANGUAGES ACTION PLAN
DSTI REPORT

Ref: A. 1211-CIS, 9 Feb 89


1. As per the reference, herewith is the DSTI quarterly report on the Official Languages Action Plan:

- a. no letters in French were issued in the last quarter. All of the incoming correspondence and information received in DSTI was in English, as it has been for years, with only very minor exceptions;
- b. no bilingual positions were staffed but I am pleased to note that in the recent staffing of four civilian English imperative positions two were filled by persons fluent in French as well. One now hears more French in collegial conversation in DSTI;
- c. there have been no changes in number of francophones in SM and above category;
- d. there has been no increase in the use of French at meetings, probably due to the fact that all of quadripartite international intelligence exchange is in English;
- e. DSTI staff were directed to answer telephones in a bilingual format. Strong opposing views were received from certain staff members, one of whom has threatened to resign if forced to comply with this order. Situation not yet resolved; and,
- f. No progress has been made on issuing of all posters and signs in French. Many of these are supplied to us by unilingual English allies. I would submit that it is unnecessary to have them translated into French.

.../2

- 2 -

2. Attached please find Appendix 1 to the references,
as requested.


Dr. L.A. Kuehn
DSTI
8-0047

Att.

LAK/bh

FILE ORIG CIRC DIARY

MEMORANDUM

CR/PA

1211-CIS (SO DG Secur)

26 Apr 89

CIS ADM

OFFICIAL LANGUAGES ACTION PLAN
SECURITY DIVISION - QUARTERLY REPORT

Reference: 1211-CIS (DG Secur) 15 Feb 89

Subject report for DG Secur is enclosed.



B.W. Matthews
Capt
SO DG Secur
998-6980

Enclosure: 1

APPENDIX 1/ANNEXE
TO/A ANNEX A/ANNÉE
TO: 1211-6 (VCDS)/
DATED/DATEE: 5/ Fc

NDHQ OFFICIAL LANGUAGES ACTION PLAN ANNUAL/QUARTERLY REPORT

PLAN D'ACTION DU QGDN - LANGUES OFFICIELLES RAPPORTS ANNUELS/TRIMESTRIELS

Group/Branch: DG Secur
Groupe/Branche: DG Secur

Date: 26 Apr 89

SERVICE TO THE PUBLIC/SERVICE AU PUBLIC

TELEPHONE/TÉLÉPHONE

Initial Contact - bilingual response (%) / Premier Contact - réponses bilingues (%)

Service offered in French (%) / Service offert en Français (%)

Nov/nov 88	Dec/déc 88	Jan/jan 89	Feb/fév 89	Mar/mars 89	Apr/avr 89

STAFFING OF BILINGUAL POSITIONS/DOTATION DE POSTES BILINGUES

MILITARY (Maj/LCdr & Abv)/MILITAIRE (Maj/Lcdr et plus)

Bilingual positions (#) / Postes bilingues (#)

Filled by qualified personnel (#) / Occupés par du personnel qualifié (#)

Percentage of qualified personnel (%) / Pourcentage de personnes qualifiées (%)

Expectations (%) / Probabilité (%)

1988	1989				1990			
13	13							
3	2							
23	15							

Note: Staffing is an ADM(Per) function - managers' expectations are estimated future requirements only.

Nota: La dotation est une fonction du SMA(Per) - La probabilité est l'estimé du gestionnaire.

CIVILIAN (SM & Abv)/CIVILS (GS et plus)

Bilingual positions (#)/Postes bilingues (#)

Filled by qualified personnel (#)/Occupés par du personnel qualifié (#)

Percentage of qualified personnel (%)/Pourcentage de personnes qualifiées (%)

Expectations (%)/Probabilité (%)

1988	1989				1990			
0	0							
0	0							
0	0							

Note/Nota: Rank/level difference between military and civilian positions./Grade/niveau différents entre les postes militaires et civils.

LANGUAGE OF WORK/LANGUE DE TRAVAIL

BILINGUAL POSITIONS WITH QUALIFIED PERSONNEL (All Ranks/Levels)/POSTES BILINGUES AVEC PERSONNES QUALIFIÉES (Tous grades/niveaux)

Total bilingual positions (#)/Total des postes bilingues (#)

Filled with qualified personnel (#)/Occupés par du personnel qualifié (#)

Percentage qualified personnel (%)/Pourcentage de personnes qualifiées (%)

1988	1989				1990			
47	47							
15	15							
32	32							

CRITICAL MASS/MASSE CRITIQUE

Francophone SMs/Cols & Abv (#)/GS/Cols et plus (#)

Francophone Officers to LCol/Civ Equiv (#)/Officiers de Lcol/Équiv civil (#)

Francophone NCMs/Civ Equiv (#)/MNC/Équiv civil (#)

Total population (#)/Totale (#)

Percentage of Francophones (%)/Pourcentage de Francophones (%)

1988	1989				1990			
0	0							
5	4							
29	28							
107	108							
32	26							

WORK INSTRUMENTS/OUTILS DE TRAVAIL

Total number of work instruments (#)/Nombre total d'outils de travail (#)
No. of bilingual instruments (#)/Nombre d'outils bilingues (#)
Percentage bilingual instruments (%)/Pourcentage d'outils bilingues (%)

1988	1989	1990
121	121	
37	37	
31	31	

Work Instruments/Outils de travail

Orders/Ordonnances
Internal AIs/SOPs/IA/POD Internes
References/Dictionaries/Références/Dictionnaires
Office Equipment/Articles de bureau

English Anglais	French Français	Bilingual Bilingues	Total
0	0	0	0
20	0	0	20
42	4	14	60
18	0	23	41

Grand Total

37	121
----	-----

USE OF BOTH LANGUAGES AT MEETINGS/CONFERENCES/UTILISATION DES DEUX LANGUES LORS DE RÉUNIONS/CONFÉRENCES

No. of meetings/conferences (#)/No. de réunions/conférences (#)
Use of both official languages (#)/Utilisation des deux langues officielles (#)
Percentage bilingual meetings (%)/Pourcentage des réunions bilingues (%)

1988	1989	1990
64	21	
0	0	
0	0	

Note: Group/Branch/Division/Directorate meetings only.

Nota: Réunions de Groupe/Branch/Division et Directeurat seulement.

MEMORANDUM

CR/PA
1211-CIS (CIS Adm)

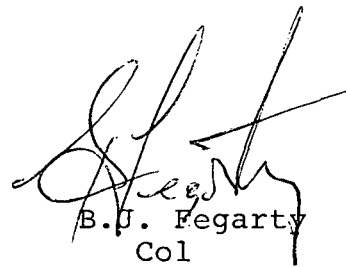
PA
23 Jan 89

Distribution List

BILINGUAL REQUIREMENTS
WRITTEN COMMUNICATIONS.

Refs: A. 1211-20 (DGOL) 13 Jan 89 (enclosed)
B. CFAO 2-15 para 26
C. Communication Guide (enclosed)

1. Addressees are reminded that correspondence to a FLU shall be issued in either both French and English or French only in accordance with References B and C.


B.J. Fegarty
Col

DGISS
8-0533

Enclosures: 2

DISTRIBUTION LIST

<u>Action</u>	<u>Info</u>
DG Int	CIS
DG Secur	
DDI	
DIE	
DSTI	
DC Int	
DIPD	
DPSPR	
DSC	
D Police Ops	
D Secur Ops	
DISA	
DFL	
CIS Adm	

MEMORANDUM

1211-20 (DGOL)

13 Jan 89

Distribution List

BILINGUAL REQUIREMENTS
WRITTEN COMMUNICATIONS

Refs: A. CFAO 2-15, para 26
B. Communication Guide (copy enclosed)

1. This Division has recently received an observation from a French Language Unit (FLU) concerning a large number of unilingual English messages and letters received by that unit in the month of Oct 88. The survey revealed that during that month the FLU in question received some 364 unilingual English pieces of correspondence which should have been issued either simultaneously in both French and English or in French in accordance with refs A and B. Ninety-seven of these messages and letters originated in NDHQ from within elements of the organizations listed as addressees.

2. Would you kindly look into this matter and ensure that measures are taken to conform with departmental official languages policies regarding written communications in the future.

3. Your cooperation in this matter will be appreciated.

P. G. DesBecquets
P.G. DesBecquets
DGOL
992-9685

Enclosure: 1

DISTRIBUTION LIST

EA/VCDS
EA/ADM(Per)
EA/DCDS
EA/ADM(Mat)
JAG

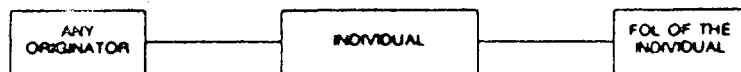
10/16
EA/VCDS 16/1 R2

ORIGINATOR

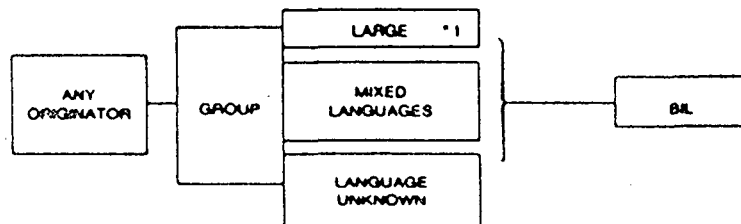
ADDRESSEE

LANGUAGE OF
COMMUNICATION

A. Communications to individuals



B. Communications addressed to groups of individuals



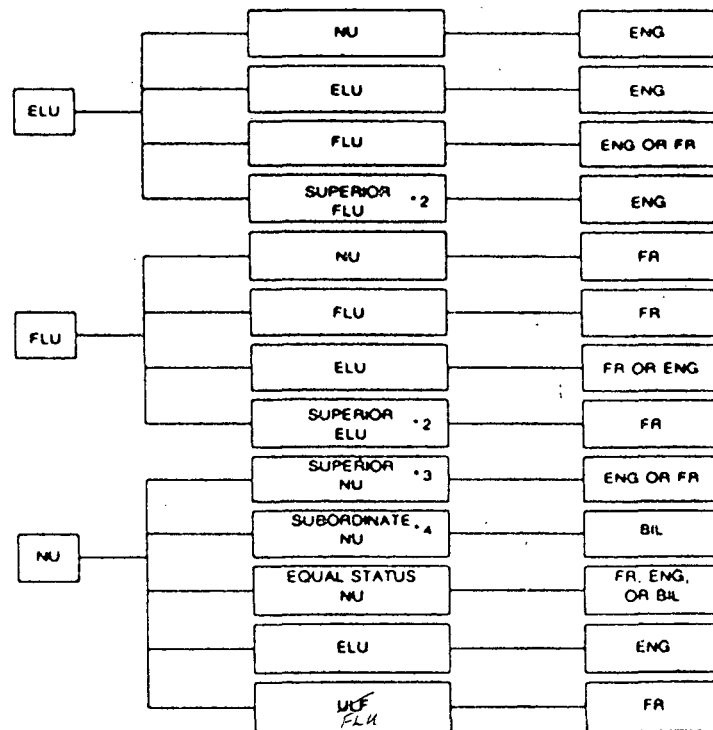
*1 Large Group means a Branch, a classification, a trade, a division of an HQ

ORIGINATOR

ADDRESSEE

LANGUAGE OF
COMMUNICATION

C. Communications addressed to units



*2 Superior ELU or FLU are single language units commanding single language units (i.e. 5 CBG vs RCA - SSF vs 1 Cdo)

*3 Superior NU is an NU that is superior in the Chain of Command (i.e. AIRCOM vs ATG)

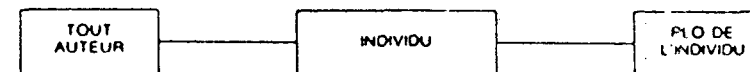
*4 Subordinate MU is an MU that is subordinate in the Chain of Command (i.e. RCM vs CPD/ADM(Per))

AUTEUR

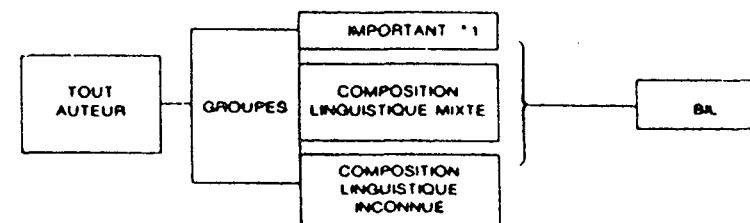
DESTINATAIRE

LANGUE(S)
À UTILISER

A. Communications adressées aux individus



B. Communications adressées à des groupes d'individus



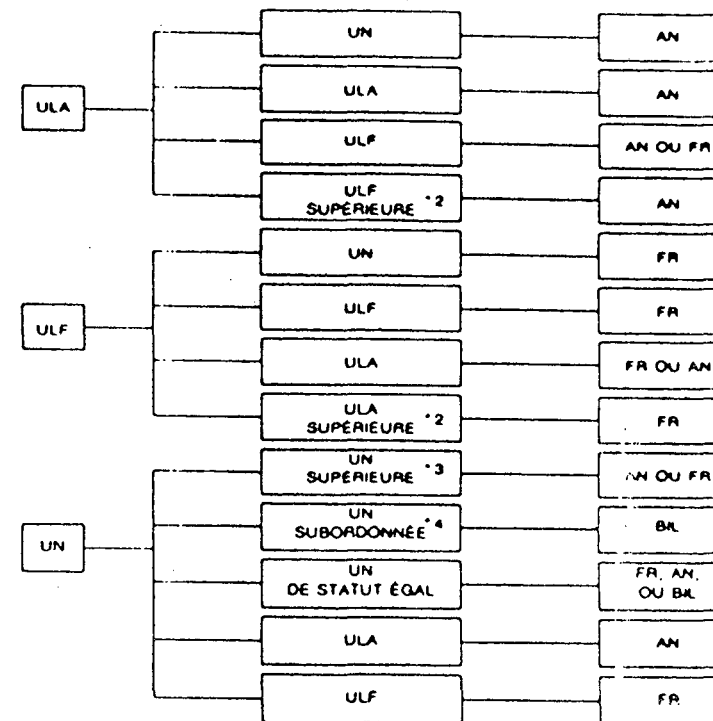
*1 Un groupe important veut dire le personnel d'un bureau, une classification, un métier, une division d'un OG, etc.

AUTEUR

DESTINATAIRE

LANGUE(S)
À UTILISER

C. Communications adressées à des unités

*2 Une ULF ou ULA supérieure est une unité de langue unique qui commande d'autres unités de langue unique, par ex. 5^e base et le 5^e RALC;

*3 Une UN supérieure veut dire une UN qui est supérieure dans la chaîne de commandement, par ex. Commandement aérien et le GTA, et

*4 Une UN subordonnée, veut dire une UN qui est inférieure dans la chaîne de commandement, par ex. CMR vs CP Per/SMA(Per)

MEMORANDUM

CR/PA

1211-CIS

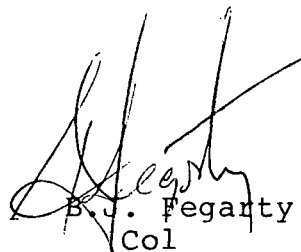
9 Feb 89

EA/VCDS

OFFICIAL LANGUAGES ACTION PLAN
CIS BRANCH - 1988

Ref: 1211-6 (VCDS) 1 Feb 89

1. In most cases the Communications Guide has been complied with except for correspondence to the Canadian Forces Attaches. Correspondence with the CFAs is prepared on a daily basis and there is not the staff qualified to respond in a timely manner.
2. Staffing activities for two bilingual civilian positions were completed.
3. There have been no changes in participation of Francophones in the management category.
4. Meetings held within the Branch are normally conducted in English; however French is used whenever necessary.
5. The Branch will be receiving new updated word processors which include a French font. This will permit Branch instructions to be promulgated in bilingual format.
6. Time did not permit a thorough review of the activities in the Branch, but it is expected that the quarterly reports will produce more accurate statistics.


B.J. Pegarty
Col
DGISS
998-0533

APPENDIX 1 / APPENDICE
TO / A ANNEX A / ANNEXE
TO: 1211-6 (C) (S) / (C)
DATED / DATEE: 3 Feb 89

NDHQ OFFICIAL LANGUAGES ACTION PLAN ANNUAL/QUARTERLY REPORT

PLAN D'ACTION DU QGDN - LANGUES OFFICIELLES RAPPORTS ANNUELS/TRIMESTRIELS

Group/Branch: CIS
Groupe/Branche: _____

Date: 3 Feb 89

SERVICE TO THE PUBLIC/SERVICE AU PUBLIC

TELEPHONE/TÉLÉPHONE

Initial Contact - bilingual response (%) / Premier Contact - réponses bilingues (%)

Service offered in French (%) / Service offert en Français (%)

Nov/nov 88	Dec/déc 88	Jan/jan 89	Feb/fév 89	Mar/mars 89	Apr/avr 89

STAFFING OF BILINGUAL POSITIONS/DOTATION DE POSTES BILINGUES

MILITARY (Maj/LCdr & Abv) / MILITAIRE (Maj/Lcdr et plus)

Bilingual positions (#) / Postes bilingues (#)

Filled by qualified personnel (#) / Occupés par du personnel qualifié (#)

Percentage of qualified personnel (%) / Pourcentage de personnes qualifiées (%)

Expectations (%) / Probabilité (%)

1988	1989				1990			
33								
7								
21								

Note: Staffing is an ADM(Per) function - managers' expectations are estimated future requirements only.

Nota: La dotation est une fonction du SMA(Per) - La probabilité est l'estimé du gestionnaire.

CIVILIAN (SM & Abv)/CIVILS (GS et plus)

Bilingual positions (#)/Postes bilingues (#)

Filled by qualified personnel (#)/Occupés par du personnel qualifié (#)

Percentage of qualified personnel (%)/Pourcentage de personnes qualifiées (%)

Expectations (%)/Probabilité (%)

1988	1989				1990			
0								
0								
1								

Note/Nota: Rank/level difference between military and civilian positions./Grade/niveau différents entre les postes militaires et civils.

LANGUAGE OF WORK/LANGUE DE TRAVAIL

BILINGUAL POSITIONS WITH QUALIFIED PERSONNEL (All Ranks/Levels)/POSTES BILINGUES AVEC PERSONNES QUALIFIÉES (Tous grades/niveaux)

Total bilingual positions (#)/Total des postes bilingues (#)

Filled with qualified personnel (#)/Occupés par du personnel qualifié (#)

Percentage qualified personnel (%)/Pourcentage de personnes qualifiées (%)

1988	1989				1990			
113								
26								
23								

CRITICAL MASS/MASSE CRITIQUE

Francophone SMs/Colts & Abv (#)/GS/Colts et plus (#)

Francophone Officers to LCol/Civ Equiv (#)/Officiers de Lcol/Équiv civil (#)

Francophone NCMs/Civ Equiv (#)/MNC/Équiv civil (#)

Total population (#)/Totale (#)

Percentage of Francophones (%)/Pourcentage de Francophones (%)

1988	1989				1990			
0								
15								
41								
390								
14								

WORK INSTRUMENTS/OUTILS DE TRAVAIL

Total number of work instruments (#)/Nombre total d'outils de travail (#)

No. of bilingual instruments (#)/Nombre d'outils bilingues (#)

Percentage bilingual instruments (%)/Pourcentage d'outils bilingues (%)

1988	1989				1990			
334								
38								
11								

Work Instruments/Outils de travail

Orders/Ordonnances

Internal AIs/SOPs/IA/POD Internes

References/Dictionaries/Références/Dictionnaires

Office Equipment/Articles de bureau

English Anglais	French Français	Bilingual Bilingues	Total
-	-	-	-
45	-	15	60
164	11	7	182
76	-	16	92

Grand Total

38	334
----	-----

USE OF BOTH LANGUAGES AT MEETINGS/CONFERENCES/UTILISATION DES DEUX LANGUES LORS DE RÉUNIONS/CONFÉRENCES

No. of meetings/conferences (#)/No. de réunions/conférences (#)

Use of both official languages (#)/Utilisation des deux langues officielles (#)

Percentage bilingual meetings (%)/Pourcentage des réunions bilingues (%)

1988	1989				1990			

Note: Group/Branch/Division/Directorate meetings only.

Nota: Réunions de Groupe/Branche/Division et Directeurat seulement.

MEMORANDUM

1211-CIS

9 Feb 89

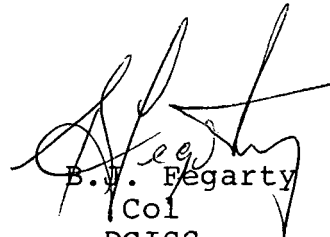
ER/PA.

Distribution List

DND COMMUNICATIONS POLICY IN
DEALING WITH EXTERNAL AGENCIES

Refs: A. 1211-0 (DGOL) 26 Jan 89
B. DND Communication Guide

1. Reference A appears to contradict DND communications policy.
2. Canadian Forces Attache Offices are National Units subordinate to NDHQ; therefore, communications to these offices should be bilingual, in accordance with Reference B.
3. Clarification as to which policy applies is requested.


B. J. Fegarty
Col
DGISS
998-0533

DISTRIBUTION LIST

<u>Action</u>	<u>Info</u>
EA/VCDS	DGOL

MEMORANDUM

NOTE DE SERVICE

1211-0 (DGOL)

1211-0 (DGLO)

26 Jan 89

le 26 janvier 1989

Distribution List

Liste de diffusion

DND COMMUNICATIONS POLICY IN
DEALING WITH EXTERNAL AGENCIES

POLITIQUE DE COMMUNICATION DU MDN
VIS-À-VIS DES AGENCES EXTERNES

- Refs: A. EXTOTT DMC 1046
28 Dec 88 (Notal)
- B. Communications Policy
in DND on Official
Languages
- C. United Nations
Secretariat language
usage guide
(enclosed)

- Réfs: A. Message EXTOTT
DMC 1046 du
28 décembre 1988
(Notal)
- B. Politique de
communication du MDN
en langues officielles
- C. Guide de l'usage des
langues du Secrétariat
des Nations Unies
(inclus)

1. In ref A External Affairs have made it quite clear that the originators of any communications sent to missions must prepare them in the language of the receiving country that matches, officially or as a working language, either one of Canada's two official languages. Ref C is a useful guide to match language with country.

1. La réf A des Affaires Extérieures établit clairement pour les originateurs le besoin de préparer toute communication envoyée à nos missions en pays étrangers dans l'une des deux langues officielles que ces pays partagent, officiellement ou comme langue de travail, avec le Canada. La réf C est un guide utile pour faciliter le jumelage langue et pays.

2. This request is in accordance with current DND policy and shall be satisfied.

2. Cette requête est tout à fait conforme à la politique des communications du MDN et devra être appliquée.

3. This also applies to communications sent to Military Attachés who must act in much the same way as External Affairs Missions in using such communications.

3. Ceci touche aussi nos communications avec les attachés militaires qui souvent ont des problèmes similaires aux missions des affaires extérieures en ce qui concerne l'utilisation de ces communications.

.../2

- 2 -

4. Group Principals are requested to disseminate widely the information contained in this message.

4. On demande aux Chefs de Groupes de diffuser à grande échelle l'information contenue dans ce message.

for *B. Prault*
P.G. DesBecquets
DGOL/DGLO
992-9685

Enclosure: 1

Pièce jointe: 1

DISTRIBUTION LIST

LISTE DE DIFFUSION

Action

Exécution

All Group Principals

Tous les Chefs de Groupes

Info

Information

CIS

CRMS

Copie de la version anglaise
Copy of the English version

United Nations Secretariat language usage guide

E: English
F: French

Member states

E	Afghanistan
F	Albania
F	Algeria
F	Angola
F	Argentina
E	Australia
E	Austria
E	Bahamas
E	Bahrain
E	Bangladesh
E	Barbados
F	Belgium
E	Belize
F	Benin
E	Bhutan
E	Bolivia
E	Botswana
E	Brazil
F	Bulgaria
E	Burma
F	Burundi
E	Byelorussian SSR
E&F	Canada
F	Cape Verde
F	Central African Republic
F	Chad
E	Chile
E	China
E	Colombia
F	Comoros
F	Congo
E	Costa Rica
E	Cuba
E	Cyprus
E	Czechoslovakia
F	Dahomey
F	Democratic Kampuchea
E	Democratic Yemen
E	Denmark
F	Djibouti, Republic of
E	Dominica
E	Dominican Republic
E	Ecuador
F	Egypt
E	El Salvador
F	Equatorial Guinea
E	Ethiopia
E	Fiji
E	Finland
P	France
P	Gabon

Guide de l'usage des langues du Secrétariat des Nations Unies

A: Anglais
F: Français

États membres

A	Afghanistan
A	Afrique du Sud
F	Albanie
F	Algérie
A	Allemande, République démocratique
A	Allemagne, République fédérale d'
F	Angola
A	Arabes unis, Emirats
A	Arabie Saoudite
F	Argentine
A	Australie
A	Autriche
A	Bahamas
A	Bahreïn
A	Bangladesh
A	Barbade
F	Belgique
A	Belize
F	Bénin
A	Bhutan
A	Biélorussie, RSS de
A	Birmanie
A	Bolivie
A	Botswana
A	Brésil
F	Bulgarie
F	Burundi
F	Caméroun, République-Unie du
AetF	Canada
F	Cap-Vert
F	Centrafricaine, République
A	Chili
A	Chine
A	Chypre
A	Colombie
F	Comores
F	Congo
A	Costa Rica
F	Côte d'Ivoire
A	Cuba
F	Dahomey
A	Danemark
F	Djibouti, République du
A	Dominicaine, République
A	Dominique, Commonwealth de la
F	Égypte
A	El Salvador
A	Équateur
A	Espagne
A	États-Unis
A	Éthiopie

E Gambia
E German Democratic Republic
E Germany, Federal Republic of
E Ghana
E Greece
E Grenada
E Guatemala
F Guinea
F Guinea-Bissau
E Guyana
F Haiti
E Honduras
E Hungary
E Iceland
E India
E Indonesia
F Iran
E Iraq
E Ireland
E Israel
F Italy
F Ivory Coast
E Jamaica
E Japan
E Jordan
E Kenya
E Kuwait
F Laos
F Lebanon
E Lesotho
E Liberia
E Libyan Arab Republic
F Luxembourg
F Madagascar
E Malawi
E Malaysia
E Maldives
F Mali
E Malta
F Mauritania
E Mauritius
E Mexico
E Mongolia
F Morocco
E Mozambique
E Nepal
E Netherlands
E New Zealand
E Nicaragua
F Niger, the
E Nigeria
E Norway
E Oman
E Pakistan
E Panama
E Papua-New Guinea
F Paraguay
E Peru
E Philippines
E Poland
E Portugal

A Fidji
A Finlande
F France
F Gabon
A Gambie
A Ghana
A Grèce
A Grenade
A Guatemala
F Guinée
F Guinée-Bissau
F Guinée équatoriale
A Guyane
F Haïti
F Haute-Volta
A Honduras
A Hongrie
A Inde
A Indonésie
A Irak
F Iran
A Irlande
A Islande
A Israël
F Italie
A Jamaïque
A Japon
A Jordanie
F Kampuchea démocratique
A Kenya
A Koweït
F Laos
A Lesotho
F Liban
A Libéria
A Libyenne, Jamahiriya arabe
F Luxembourg
F Madagascar
A Malaisie
A Malawi
A Maldives
F Mali
A Malte
F Maroc
A Maurice
F Mauritanie
A Mexique
A Mongolie
A Mozambique
A Népal
A Nicaragua
F Niger
A Nigéria
A Norvège
A Nouvelle-Zélande
A Oman
A Ouganda
A Pakistan
A Panama
A Papouasie-Nouvelle Guinée
F Paraguay

.../3

-3-

E Qatar
F Romania
F Rwanda
E Saint Lucia
E Samoa
P Sao Tome and Principe
E Saudi Arabia
F Senegal
E&F Seychelles
E Sierra Leone
E Singapore
E Solomon Islands
E Somalia
E South Africa
E Spain
E Sri Lanka
E St. Vincent and the Grenadines
E Sudan
E Surinam
E Swaziland
E Sweden
E Syrian Arab Republic
E Thailand
F Togo
E Trinidad and Tobago
F Tunisia
E Turkey
E Uganda
E Ukrainian SSR
E USSR
E United Arab Emirates
E United Kingdom
F United Republic of Cameroon
E United Republic of Tanzania
E United States
F Upper Volta
F Uruguay
E Vanuatu
E Venezuela
F Viet-Nam
E Yemen
E Yugoslavia
F Zaire
E Zambia
E Zimbabwe

Non-member states

E Democratic People's Republic of Korea
F Holy See
E Kiribati
F Liechtenstein
F Monaco
E Nauru
E Republic of Korea
F San Marino
F Switzerland
E Tonga
E Tuvalu

A Pays-bas
A Pérou
A Philippines
A Pologne
A Portugal
A Qatar
F Roumanie
A Royaume-Uni
F Rwanda
A Saint-Vincent-et-Grenadines
A Sainte-Lucie
A Samoa Occidental, État indépendant
F Sao Tomé-et-Principe
F Sénégal
AetF Seychelles, République des
A Sierra Leone
A Singapour
A Solomon, Iles
A Somalie
A Souaziland
A Soudan
A Sri Lanka
A Suède
A Surinam
A Syrienne, République arabe
A Tanzanie, République-Unie de
F Tchad
A Tchécoslovaquie
A Thaïlande
F Togo
A Trinité-et-Tobago
F Tunisie
A Turquie
A Ukraine, RSS d'
A URSS
F Uruguay
A Vanuatu, République de
A Venezuela
F Viet-Nam, République du
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A Yémen démocratique
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A Zimbalwe, République du

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A Nauru
A République de Corée
A République populaire démocratique de Corée
F Saint-Marin
F Saint-Siège
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A Tuvalu

CR Wall File

MEMORANDUM

1211-CIS

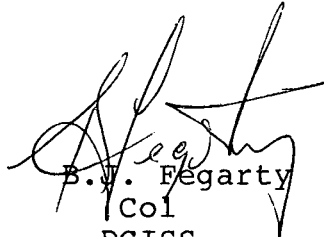
9 Feb 89

Distribution List

DND COMMUNICATIONS POLICY IN
DEALING WITH EXTERNAL AGENCIES

Refs: A. 1211-0 (DGOL) 26 Jan 89
B. DND Communication Guide

1. Reference A appears to contradict DND communications policy.
2. Canadian Forces Attache Offices are National Units subordinate to NDHQ; therefore, communications to these offices should be bilingual, in accordance with Reference B.
3. Clarification as to which policy applies is requested.


B.J. Fegarty
Col
DGISS
998-0533

DISTRIBUTION LIST

<u>Action</u>	<u>Info</u>
EA/VCDS	DGOL

MEMORANDUM

NOTE DE SERVICE

1211-0 (DGOL)

1211-0 (DGLO)

26 Jan 89

le 26 janvier 1989

Distribution List

Liste de diffusion

DND COMMUNICATIONS POLICY IN
DEALING WITH EXTERNAL AGENCIES

POLITIQUE DE COMMUNICATION DU MDN
VIS-À-VIS DES AGENCES EXTERNES

- Refs: A. EXTOTT DMC 1046
28 Dec 88 (Notal)
- B. Communications Policy
in DND on Official
Languages
- C. United Nations
Secretariat language
usage guide
(enclosed)

- Réfs: A. Message EXTOTT
DMC 1046 du
28 décembre 1988
(Notal)
- B. Politique de
communication du MDN
en langues officielles
- C. Guide de l'usage des
langues du Secrétariat
des Nations Unies
(inclus)

1. In ref A External Affairs have made it quite clear that the originators of any communications sent to missions must prepare them in the language of the receiving country that matches, officially or as a working language, either one of Canada's two official languages. Ref C is a useful guide to match language with country.

1. La réf A des Affaires Extérieures établit clairement pour les originateurs le besoin de préparer toute communication envoyée à nos missions en pays étrangers dans l'une des deux langues officielles que ces pays partagent, officiellement ou comme langue de travail, avec le Canada. La réf C est un guide utile pour faciliter le jumelage langue et pays.

2. This request is in accordance with current DND policy and shall be satisfied.

2. Cette requête est tout à fait conforme à la politique des communications du MDN et devra être appliquée.

3. This also applies to communications sent to Military Attachés who must act in much the same way as External Affairs Missions in using such communications.


3. Ceci touche aussi nos communications avec les attachés militaires qui souvent ont des problèmes similaires aux missions des affaires extérieures en ce qui concerne l'utilisation de ces communications.

.../2

- 2 -

4. Group Principals are requested to disseminate widely the information contained in this message.

4. On demande aux Chefs de Groupes de diffuser à grande échelle l'information contenue dans ce message.

for 
P.G. DesBecquets
DGOL/DGLO
992-9685

Enclosure: 1

Pièce jointe: 1

DISTRIBUTION LIST

LISTE DE DIFFUSION

Action

Exécution

All Group Principals

Tous les Chefs de Groupes

Info

Information

CIS

CRMS

United Nations Secretariat language usage guide

E: English
F: French

Member states

E Afghanistan
F Albania
F Algeria
F Angola
F Argentina
E Australia
E Austria
E Bahamas
E Bahrain
E Bangladesh
E Barbados
F Belgium
E Belize
F Benin
E Bhutan
E Bolivia
E Botswana
E Brazil
F Bulgaria
E Burma
F Burundi
E Byelorussian SSR
E&F Canada
F Cape Verde
F Central African Republic
F Chad
E Chile
E China
E Colombia
F Comoros
F Congo
E Costa Rica
E Cuba
E Cyprus
E Czechoslovakia
F Dahomey
F Democratic Kampuchea
E Democratic Yemen
E Denmark
F Djibouti, Republic of
E Dominica
E Dominican Republic
E Ecuador
F Egypt
E El Salvador
F Equatorial Guinea
E Ethiopia
E Fiji
E Finland
P France
P Gabon

Guide de l'usage des langues du Secrétariat des Nations Unies

A: Anglais
F: Français

États membres

A Afghanistan
A Afrique du Sud
F Albanie
F Algérie
A Allemande, République démocratique
A Allemagne, République fédérale d'
F Angola
A Arabes unis, Emirats
A Arabie Saoudite
F Argentine
A Australie
A Autriche
A Bahamas
A Bahreïn
A Bangladesh
A Barbade
F Belgique
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F Bénin
A Bhoutan
A Biélorussie, RSS de
A Birmanie
A Bolivie
A Botswana
A Brésil
F Bulgarie
F Burundi
F Caméroun, République-Unie du
AetF Canada
F Cap-Vert
F Centrafricaine, République
A Chili
A Chine
A Chypre
A Colombie
F Comores
F Congo
A Costa Rica
F Côte d'Ivoire
A Cuba
F Dahomey
A Danemark
F Djibouti, République du
A Dominicaine, République
A Dominique, Commonwealth de la
F Égypte
A El Salvador
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A Espagne
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A Éthiopie

E Gambia
E German Democratic Republic
E Germany, Federal Republic of
E Ghana
E Greece
E Grenada
E Guatemala
F Guinea
F Guinea-Bissau
E Guyana
F Haiti
E Honduras
E Hungary
E Iceland
E India
E Indonesia
F Iran
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E Ireland
E Israel
F Italy
F Ivory Coast
E Jamaica
E Japan
E Jordan
E Kenya
E Kuwait
F Laos
F Lebanon
E Lesotho
E Liberia
E Libyan Arab Republic
F Luxembourg
F Madagascar
E Malawi
E Malaysia
E Maldives
F Mali
E Malta
F Mauritania
E Mauritius
E Mexico
E Mongolia
F Morocco
E Mozambique
E Nepal
E Netherlands
E New Zealand
E Nicaragua
F Niger, the
E Nigeria
E Norway
E Oman
E Pakistan
E Panama
E Papua-New Guinea
F Paraguay
E Peru
E Philippines
E Poland
E Portugal

A Fidji
A Finlande
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A Ghana
A Grèce
A Grenade
A Guatemala
F Guinée
F Guinée-Bissau
F Guinée équatoriale
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F Haute-Volta
A Honduras
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A Irak
F Iran
A Irlande
A Islande
A Israël
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A Jamaïque
A Japon
A Jordanie
F Kampuchea démocratique
A Kenya
A Koweït
F Laos
A Lesotho
F Liban
A Libéria
A Libyenne, Jamahiriya arabe
F Luxembourg
F Madagascar
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A Malawi
A Maldives
F Mali
A Malte
F Maroc
A Maurice
F Mauritanie
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A Népal
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F Niger
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A Norvège
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E Qatar
F Romania
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E Samoa
P Sao Tome and Principe
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E&F Seychelles
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E Solomon Islands
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E South Africa
E Spain
E Sri Lanka
E St. Vincent and the Grenadines
E Sudan
E Surinam
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E Thailand
F Togo
E Trinidad and Tobago
F Tunisia
E Turkey
E Uganda
E Ukrainian SSR
E USSR
E United Arab Emirates
E United Kingdom
F United Republic of Cameroon
E United Republic of Tanzania
E United States
F Upper Volta
F Uruguay
E Vanuatu
E Venezuela
F Viet-Nam
E Yemen
E Yugoslavia
F Zaire
E Zambia
E Zimbabwe

Non-member states

E Democratic People's Republic of Korea
F Holy See
E Kiribati
F Liechtenstein
F Monaco
E Nauru
E Republic of Korea
F San Marino
F Switzerland
E Tonga
E Tuvalu

A Pays-bas
A Pérou
A Philippines
A Pologne
A Portugal
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F Roumanie
A Royaume-Uni
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A Saint-Vincent-et-Grenadines
A Sainte-Lucie
A Samoa Occidental, État indépendant
F Sao Tomé-et-Principe
F Sénégal
ActF Seychelles, République des
A Sierra Leone
A Singapour
A Solomon, Iles
A Somalie
A Souaziland
A Soudan
A Sri Lanka
A Suède
A Surinam
A Syrienne, République arabe
A Tanzanie, République-Unie de
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A Tchécoslovaquie
A Thaïlande
F Togo
A Trinité-et-Tobago
F Tunisie
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A Yémen démocratique
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A Nauru
A République de Corée
A République populaire démocratique de Corée
F Saint-Marin
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A Tonga
A Tuvalu

MEMORANDUM

1211-CIS

9 Feb 89

CR/PA

Distribution List

OFFICIAL LANGUAGES ACTION PLAN
CIS BRANCH

Ref: 1211-6 (VCDS) 1 Feb 89 (enclosed)

1. Because of time constraints the annual official languages report was submitted to VCDS without input from the directorates; however, the statistics provided were not as accurate as they could have been.

2. There is now a requirement to submit quarterly OL reports as follows:

<u>PERIOD</u>	<u>DUE TO CIS ADM 2</u>	<u>DUE TO VCDS</u>
a. Jan-Mar	15 Apr	30 Apr
b. Apr-Jun	15 Jul	31 Jul
c. Jul-Sep	15 Oct	31 Oct
d. Oct-Dec	15 Jan	31 Jan

3. Appendix 1 to the VCDS memo is to be completed. Under "Work Instruments" on page 3, office equipment should include typewriters, word processors and computers. References should include such things as "Janes" for example but should not include any DND publications.

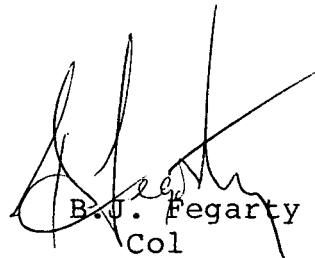
4. The report should also include:

- a. compliance with communication guide (attached) regarding preparation of correspondence,
- b. staffing activities of bilingual civilian positions completed during the quarter,
- c. changes in number of francophones in SM and above category,

.../2

-2-

- d. progress in increased use of French in meetings;
and
- e. any new initiatives.


B.J. Hegarty
Col
DGISS
998-0533

Encl: 1

DISTRIBUTION LIST

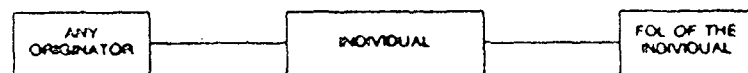
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DIE	DG Int
DSTI	DG Secur
DIPD	
DC Int	
DPSPR	
D Secur Ops	
D Police Ops	
DSC	
DISA	
DFL	
CIS Adm	

ORIGINATOR

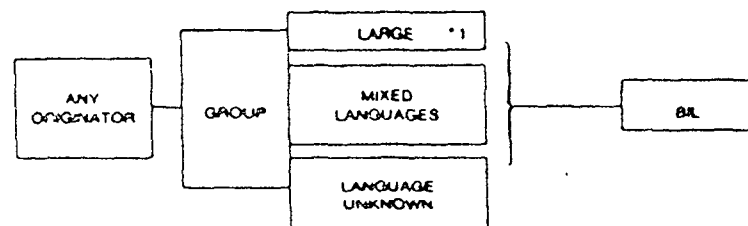
ADDRESSEE

LANGUAGE OF
COMMUNICATION

A. Communications to individuals



B. Communications addressed to groups of individuals



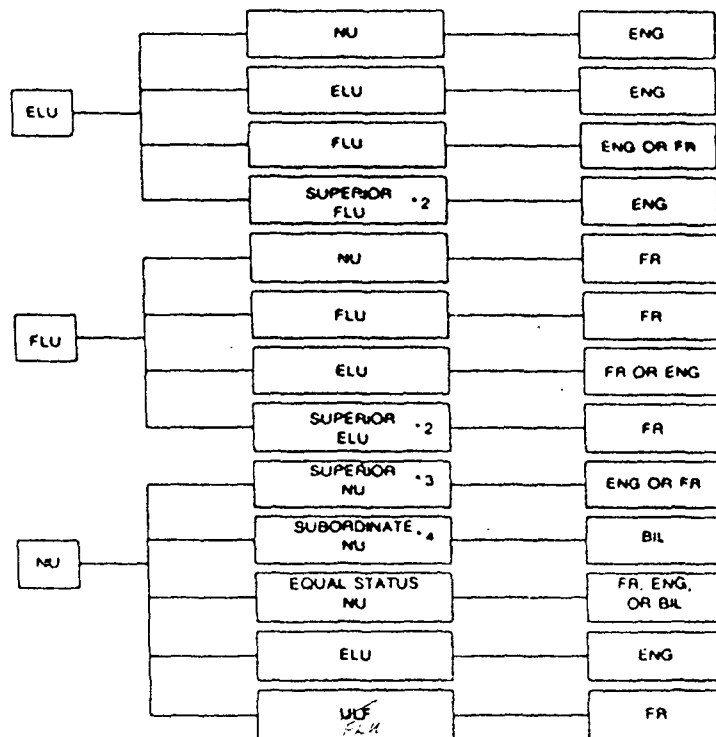
*1 Large Groups means a Branch, a classification, a trade, a division of an HQ

ORIGINATOR

ADDRESSEE

LANGUAGE OF
COMMUNICATION

C. Communications addressed to units



*2 Superior ELU or FLU are single language units commanding single language units (i.e. 6 CBQ vs PCA - SSF vs 1 Cdo)

*3 Superior MU is an MU that is superior in the Chain of Command (i.e. AIRCOM vs ATG)

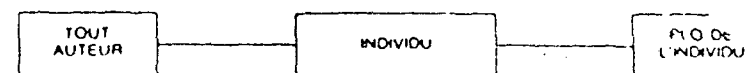
*4 Subordinate MU is an MU that is subordinate in the Chain of Command (i.e. RCM vs CPD/ADM(Per))

AUTEUR

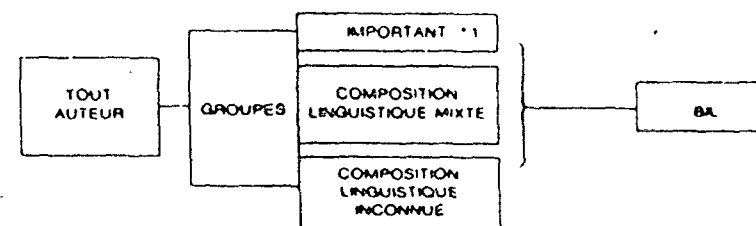
DESTINATAIRE

LANGUE(S)
À UTILISER

A. Communications adressées aux individus



B. Communications adressées à des groupes d'individus



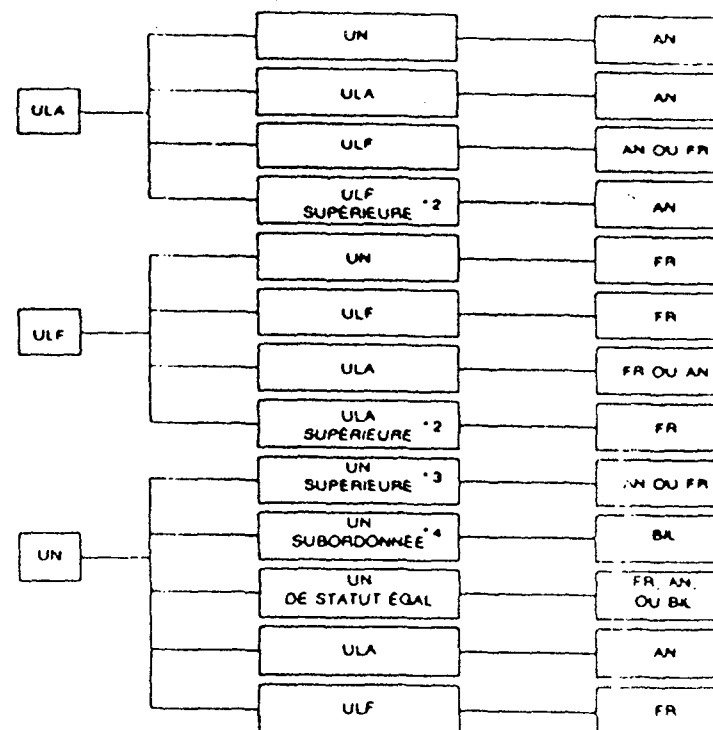
*1 Un groupe important veut dire le personnel d'un bureau, une classification, un métier, une division d'un OG, etc.

AUTEUR

DESTINATAIRE

LANGUE(S)
À UTILISER

C. Communications adressées à des unités

*2 Une ULF ou ULA supérieure est une unité de langue unique qui commande d'autres unités de langue unique, par ex. 5^e bde et le 5^e RALC;

*3 Une UN supérieure veut dire une UN qui est supérieure dans la chaîne de commandement, par ex. Commandement aérien et le GTA, et

*4 Une UN subordonnée, veut dire une UN qui est inférieure dans la chaîne de commandement, par ex. CMR vs CP Per/SMA(Per)



Vice Chief of the Defence Staff

Vice-chef de l'état-major de la Défense

MEMORANDUM

NOTE DE SERVICE

1211-6 (VCDS)

1211-6 (VCED)

61 Feb 89

le 61 fev 89

Distribution List

Liste de diffusion

OFFICIAL LANGUAGES ACTION PLAN
VCDS GROUP

VICE-CHEF DE L'ÉTAT-MAJOR DE LA
DÉFENSE PLAN D'ACTION DES LANGUES

Refs: A. 1214-7 (DM/CDS) 16 Jun 87
B. 1211-20 (ADM(Per))
12 Sep 88
C. 1243-23-2 (D NDHQ Sec)
21 Nov 88
D. 1920-1 (VCDS) 20 Dec 88
E. A-AD-050-004/JD-000
Official Languages in
the CF
F. CPAB 3/89

Réfs: A. 1214-7 (SM/CED) 16 juin 87
B. 1211-20 (SMA(Per))
12 sep 88
C. 1243-23-2 (D Sec QGDN)
21 nov 88
D. 1920-1 (VCED) 20 déc 88
E. A-AD-050-004/JD-000
Langues Officielles dans
les Forces canadiennes
F. BAPC 3/89

INTRODUCTION

INTRODUCTION

1. In January 1987, the Commissioner of Official Languages (COL), in a special report to the Governor-in-Council, found NDHQ deficient in its compliance with the objectives of the Official Languages Act (OLA). Since that time, a heightened awareness of the need to improve within NDHQ has been achieved, and improvements have been made in each of the areas found deficient by the COL. However, progress has been slower than anticipated and in some cases still falls short of meeting the requirement. Improvements must therefore be made at

1. En janvier 1987, le commissaire aux langues officielles (CLO) a conclu, dans un rapport spécial au Gouverneur en Conseil, que le QGDN ne satisfaisait pas aux objectifs de la Loi sur les langues officielles (LLO). Depuis lors, la sensibilisation du QGDN au besoin d'apporter des améliorations en matière de langues officielles s'est certainement accrue, et des progrès ont été faits dans chaque domaine indiqué par le CLO. Cependant, il s'avère que la situation ne s'améliore pas aussi rapidement que prévu et que, dans certains cas, les objectifs sont

.../2

- 2 -

a markedly accelerated pace and mechanisms must be developed and put into place to measure, at regular intervals, the progress achieved.

AIM

2. To direct the measures to be taken to bring the VCDS Group into compliance with the provisions of the OLA.

IMPLEMENTATION

3. The plan for the VCDS' Group will consist of a series of interrelated activities in the following areas:

- a. service to the public;
- b. staffing of bilingual positions; and
- c. language of work.

4. Service to the Public: The objective is to provide services to, and communication with, the public and the departmental community, in the official language of their choice. Anyone answering a telephone in the VCDS Group will do so by using a bilingual format. (Ref E is a guide).

5. Signs and Correspondence: All signs and posters shall be bilingual; ref B provides more information on the subject.

encore loin d'être atteints. Par conséquent, les améliorations doivent se faire à un rythme sensiblement plus rapide et des mécanismes doivent être mis en place afin que les progrès soient mesurés à intervalles réguliers.

BUT

2. Indiquer les mesures qui doivent être prises pour permettre au Groupe du Vice-chef de se conformer aux dispositions de la LLO.

EXECUTION

3. Le plan se compose d'une série d'activités interreliées dans les domaines suivants:

- a. service au public;
- b. dotation de postes bilingues; et
- c. langue de travail.

4. Service au public. L'objectif est d'offrir les services et communiquer avec le public et la collectivité du ministère dans la langue officielle de leur choix. Toutes les personnes qui répondent à un appel téléphonique doivent le faire dans les deux langues. (réf E s'applique).

5. Panneaux et avis. Il est primordial que tous les panneaux et avis affichés provisoirement ou en permanence à l'intérieur du QGDN soient bilingues et que la même importance soit accordée aux deux langues officielles. (réf B s'applique).

.../3

6. Staffing of Bilingual Positions: Every effort shall be made to fill bilingual military and civilian positions with qualified personnel as soon as possible. For military positions, as postings occur, negotiations with career managers shall stress this requirement. The staffing of bilingual civilian positions will be in accordance with reference F. For EX and SM levels, imperative staffing will be the normal procedure and any exception requires VCDS approval.

7. Language of Work: Efforts will continue to be made to create a work environment conducive to the effective use of both languages. The use of both languages will be encouraged at all meetings and conferences, particularly those held at the senior and middle management levels.

8. Annex A captures the specific actions required and is effective immediately.

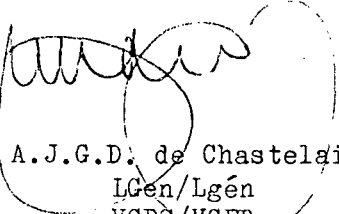
9. Addressees are responsible to the VCDS for the implementation of this Action Plan. The accountability process will continue through each successive level of management and supervision.

6. Dotation de postes bilingues. Des efforts doivent être accomplis afin de remplir les postes bilingues avec des titulaires bilingues aussitôt que possible. Pour les postes militaires, lorsque les mutations arriveront, les négociations avec les gérants de carrières considéreront cet exigence. Pour les postes civils, référence F s'applique. Mais pour la catégorie de la gestion, la dotation impérative doit être la règle. Si nécessaire, les exceptions seront autorisées par le VCED.

7. Langue de travail. Les efforts visant à créer un milieu de travail dans lequel les deux langues officielles peuvent être utilisées seront maintenus. Il faudra encourager l'utilisation des deux langues au cours des réunions et des conférences, notamment celles qui sont tenues aux niveaux intermédiaires et supérieurs de gestion.

8. L'action nécessaire est à l'annexe A.

9. Les personnes qui sont nommées dans la liste de diffusion doivent rendre compte au Vice-chef quant à la mise en oeuvre de ce plan d'action. Le processus de compte rendu se maintiendra à chaque niveau de gestion et de supervision.


A.J.G.D. de Chastelain
LGen/Lgén
VCDS/VCED
992-6333

DISTRIBUTION LIST (page 4)

LISTE DE DIFFUSION (page 4)

.../4

Attachments: 2

Annex A - VCDS Group Action Plan

Appendix 1 - NDHQ Official
Languages Action Plan
Annual/Quarterly Report

Pièces jointes: 2

Annexe A - Plan d'Action du VCED

Appendice 1 - Plan d'Action du
QGDN - Langues officielles
rapports annuels/trimestriels

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ANNEX A

TO: 1211-6 (VCDS)

DATED: 7 Feb 89

VCDS GROUP ACTION PLAN

<u>SERIAL</u>	<u>ACTIVITY</u>	<u>ACTION BY</u>	<u>DATE DUE</u>	<u>REMARKS</u>
1	Prepare and submit annual OL report to DM/CDS through VCDS	EA/VCDS with input from all levels	30 Jan 89	1. Report is to remark upon attainment of OL objectives and problem areas. 2. Appendix 1 to Annex A to be completed.
2	Prepare quarterly OL Report for ECOL	EA/VCDS with input from all levels	30 Jan 89 30 Apr 89 31 Jul 89 31 Oct 89	Report to include: a. compliance with communication guide regarding preparation of correspondence; b. staffing activities of bilingual civilian positions since last report; c. changes in number of francophones in SM and above category; d. progress in increased use of French in meetings; e. any new initiatives; and f. appendix 1 to Annex A to be completed.

ANNEX A

TO: 1211-6 (VCDS)

DATED: 01 Feb 89

- | | | | |
|---|---|---------|--------------|
| 3 | Conduct monthly telephone survey to Director level and report to ECOL | EA/VCDS | As directed |
| 4 | Participation in monthly NDHQ OL Coordinators Mtg | EA/VCDS | As convened. |

ANNEXE A

A 1211-6 (VCED)

DATEE: C1 fev 89

PLAN D'ACTION DU VCED

<u>SERIAL</u>	<u>ACTIVITE</u>	<u>EXECUTION</u>	<u>DATE VISEE</u>	<u>OBSERVATIONS</u>
1	Rédiger et présenter un rapport annuel sur les LO au SM/CED par l'entremise du VCED	Coordonnateur aux LO du Vice-chef avec données du tous les échelons	30 jan 89	1. Le rapport est pour constater les réalisations sur les LO ainsi que les domaines problématiques. 2. Appendice 1 à l'Annexe A être rempli.
2	Rédiger un rapport trimestriel sur les LO pour le CELO	Coordonnateur aux LO du Vice-chef avec données de tous les échelons	30 jan 89 30 avr 89 31 juil 89 31 oct 89	Rapport comportant: a. la rédaction de lettres qui se conforme au guide de communication; b. la dotation du personnel des postes bilingues depuis le dernier rapport; c. changements du nombre de Francophones dans le groupe SM et groupe supérieur; d. la progressivité de l'emploi du français lors des réunions; e. toutes nouvelles initiatives; et

.../A-2

ANNEXE A

A 1211-6 (VCED)

DATEE 01 fev 89

f. appendice 1 à Annexe A
être rempli.

3 Mener un sondage télé- AE/VCED
phonique mensuel à
l'échelon des directeurs
et présenter un rapport
au CELO

4 Prendre part à la AE/VCED
réunion mensuelle des
coordonateurs aux LO
du QGDN

Par ordre.

NDHQ OFFICIAL LANGUAGES ACTION PLAN ANNUAL/QUARTERLY REPORT

PLAN D'ACTION DU QGDN - LANGUES OFFICIELLES RAPPORTS ANNUELS/TRIMESTRIELS

Group/Branch: _____
Groupe/Branche: _____

Date: _____

SERVICE TO THE PUBLIC/SERVICE AU PUBLIC

TELEPHONE/TÉLÉPHONE

Initial Contact - bilingual response (%) / Premier Contact - réponses bilingues (%)

Service offered in French (%) / Service offert en Français (%)

Nov/nov 88	Dec/déc 88	Jan/jan 89	Feb/fév 89	Mar/mars 89	Apr/avr 89

STAFFING OF BILINGUAL POSITIONS/DOTATION DE POSTES BILINGUES

MILITARY (Maj/LCdr & Abv) / MILITAIRE (Maj/Lcdr et plus)

Bilingual positions (#) / Postes bilingues (#)

Filled by qualified personnel (#) / Occupés par du personnel qualifié (#)

Percentage of qualified personnel (%) / Pourcentage de personnes qualifiées (%)

Expectations (%) / Probabilité (%)

1988	1989				1990			

Note: Staffing is an ADM(Per) function - managers' expectations are estimated future requirements only.

Nota: La dotation est une fonction du SMA(Per) - La probabilité est l'estimé du gestionnaire.

CIVILIAN (SM & Abv)/CIVILS (GS et plus)

Bilingual positions (#)/Postes bilingues (#)

Filled by qualified personnel (#)/Occupés par du personnel qualifié (#)

Percentage of qualified personnel (%) / Pourcentage de personnes qualifiées (%)

Expectations (%) / Probabilité (%)

1988	1989				1990			

Note/Nota: Rank/level difference between military and civilian positions./Grade/niveau différents entre les postes militaires et civils.

LANGUAGE OF WORK/LANGUE DE TRAVAIL

BILINGUAL POSITIONS WITH QUALIFIED PERSONNEL (All Ranks/Levels)/POSTES BILINGUES AVEC PERSONNES QUALIFIÉES (Tous grades/niveaux)

Total bilingual positions (#)/Total des postes bilingues (#)

Filled with qualified personnel (#)/Occupés par du personnel qualifié (#)

Percentage qualified personnel (%) / Pourcentage de personnes qualifiées (%)

1988	1989				1990			

CRITICAL MASS/MASSE CRITIQUE

Francophone SMs/Cols & Abv (#)/GS/Cols et plus (#)

Francophone Officers to LCol/Civ Equiv (#)/Officiers de Lcol/Équiv civil (#)

Francophone NCMs/Civ Equiv (#)/MNC/Équiv civil (#)

Total population (#)/Totale (#)

Percentage of Francophones (%) / Pourcentage de Francophones (%)

1988	1989				1990			

WORK INSTRUMENTS/OUTILS DE TRAVAIL

Total number of work instruments (#)/Nombre total d'outils de travail (#)

No. of bilingual instruments (#)/Nombre d'outils bilingues (#)

Percentage bilingual instruments (%)/Pourcentage d'outils bilingues (%)

1988	1989				1990			

Work Instruments/Outils de travail

Orders/Ordonnances

Internal AIs/SOPs/LA/POD Internes

References/Dictionaries/Références/Dictionnaires

Office Equipment/Articles de bureau

English Anglais	French Français	Bilingual Bilingues	Total

Grand Total

--	--

USE OF BOTH LANGUAGES AT MEETINGS/CONFERENCES/UTILISATION DES DEUX LANGUES LORS DE RÉUNIONS/CONFÉRENCES

No. of meetings/conferences (#)/No. de réunions/conférences (#)

Use of both official languages (#)/Utilisation des deux langues officielles (#)

Percentage bilingual meetings (%)/Pourcentage des réunions bilingues (%)

1988	1989				1990			

Note: Group/Branch/Division/Directorate meetings only.

Nota: Réunions de Groupe/Branch/Division et Directeurat seulement.

MEMORANDUM

1211-CIS(CIS Adm)

5 Jan 89

EA/VCDS

CIS BRANCH COORDINATOR
OFFICIAL LANGUAGES

Ref: 1920(VCDS) 20 Dec 88

The CIS Branch Coordinator Official Languages will
be Maj V.L. Kwasnik, CIS Adm 2, 998-0266.

V.L. Kwasnik Maj
B.J. Fegarty
Col
DGISS
998-0533

MEMORANDUM

DVA
1211-CIS (CIS Adm)

19 Dec 88

NDHQ/AU/PDev

LANGUAGE PROFICIENCY EXAMINATION
(LPE) RESULTS

Ref: 5767-1 (Comdt) 16 Nov 88

1. Of the nine annexes returned to the AU
for UPDT action the following options were selected:

- | | |
|-----------------|--|
| a. anglophones | 2 opted to accept new
profile
2 opted to be retested |
| b. francophones | 3 opted to accept new
profile
2 opted to keep old
profile |

2. The annex for Capt S.L. Entwistle has not been
signed as she is unavailable for the next few months.
The annex for Sgt FA Roy was misplaced prior to his
signature. It is requested that a new annex be forwarded.

V.L. Kwasnik
V.L. Kwasnik
Maj
CIS Adm 2-2
998-0266

PROTECTED

MEMORANDUM

1211-CIS (CIS Adm)

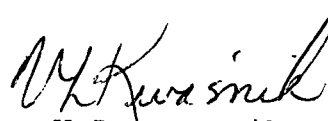
19 Dec 88

NDHQ/AU/Records

LANGUAGE PROFICIENCY EXAMINATION
(LPE) RESULTS

Ref: 5767-1 (Comdt) 16 Nov 88

1. Enclosed are the completed Annexes for:
 - a. WO Jobidon S
 - b. MCpl Lamothe R
 - c. Cpl Durand JDAP
 - d. WO Morin JRC
 - e. LCol Robb DM
 - f. Capt Hart LJC
 - g. Capt Gray PR
 - h. Capt Baldwin DJ
2. It is requested that appropriate UPDT action be taken.


V.L. Kwasnik
Maj
CIS Adm 2
998-0266

PROTECTED

CONTENU PROTÉGÉ

ANNEXE A
A 4705-4 (DEL)
EN DATE DU OCTOBRE 1988

RESULTATS DE L'EXAMEN DE COMPETENCE LANGAGIERE (ECL)

Au: Coordonnateur désigné du testing sur la base (CDTB).

1. ☒ Je choisis d'accepter mon nouveau profil linguistique en langue
seconde de [REDACTED]

OU

2. ☐ Je choisis d'être testé à nouveau dans les conditions normales de
testing au cours de la campagne spéciale de testing.
3. Veuillez prendre les mesures nécessaires.

s.19(1)

NAS [REDACTED]

NOM LEDOITHE Init. R.

SIGNATURE [Signature]

DATE 22 NOV 88

CONTENU PROTÉGÉ

CONTENU PROTÉGÉ

ANNEXE A
A 4705-4 (DEL)
EN DATE DU OCTOBRE 1988

RESULTATS DE L'EXAMEN DE COMPETENCE LANGAGIERE (ECL)

Au: Coordonnateur désigné du testing sur la base (CDTB).

1. ☒ Je choisis d'accepter mon nouveau profil linguistique en langue
seconde de [REDACTED]

OU

2. ☐ Je choisis d'être testé à nouveau dans les conditions normales de
testing au cours de la campagne spéciale de testing.
3. Veuillez prendre les mesures nécessaires.

s.19(1)

NAS [REDACTED]

NOM DURAND Init. JDAP

SIGNATURE [Signature]

DATE 23 NOV 88

CONTENU PROTÉGÉ

CONTENU PROTÉGÉ

ANNEXE A
A 4705-4 (DEL)
EN DATE DU OCTOBRE 1988

RESULTATS DE L'EXAMEN DE COMPETENCE LANGAGIERE (ECL)

Au: Coordonnateur désigné du testing sur la base (CDTB).

1. ☐ Je choisis de conserver mon profil linguistique actuel.

OU

2. ☒ Je choisis d'accepter mon nouveau profil linguistique en langue
seconde de [REDACTED] Veuillez prendre les mesures nécessaires.

s.19(1)

NAS [REDACTED]

NOM MORIN Init. J.R.C.

SIGNATURE *Claude Morin*

DATE 22/11/88

CONTENU PROTÉGÉ

CONTENU PROTÉGÉ

ANNEXE A
A 4705-4 (DEL)
EN DATE DU OCTOBRE 1988

RESULTATS DE L'EXAMEN DE COMPETENCE LANGAGIERE (ECL)

Au: Coordonnateur désigné du testing sur la base (CDTB).

1. ☒ Je choisis de conserver mon profil linguistique actuel.

OU

2. ☐ Je choisis d'accepter mon nouveau profil linguistique en langue
seconde de [REDACTED] Veuillez prendre les mesures nécessaires.

s.19(1)

NAS [REDACTED]

NOM TOBIDON Init. S.

SIGNATURE [Signature]

DATE 23 NOV 88

CONTENU PROTÉGÉ

(when completed)

ANNEX A
TO 4705-4 (DLT)
DATED 21 OCTOBER 1988

LANGUAGE PROFICIENCY EXAMINATION (LPE) RESULTS

To: Base Designated Testing Co-ordinator (BDTC)

1. ☐ I opt to retain my previous second language linguistic profile.

OR

2. ☒ I opt to accept my new second language linguistic profile of [REDACTED]

[REDACTED] Please take appropriate action.

s.19(1)

SIN [REDACTED]

NAME ROBB Init. D.M.

SIGNATURE [Signature]

DATE 22 Nov 88

PROTECTED
(when completed)

000073

(when completed)

ANNEX A
TO 4705-4 (DLT)
DATED 21 OCTOBER 1988

LANGUAGE PROFICIENCY EXAMINATION (LPE) RESULTS

To: Base Designated Testing Co-ordinator (BDTC)

1. ☒ I opt to accept my new second language linguistic profile of [REDACTED]

[REDACTED]

OR

2. ☐ I opt to be retested in all three skills as part of the Special Testing Campaign.
3. Please take appropriate actions.

s.19(1)

SIN [REDACTED]

NAME HART Init. L.I.C.

SIGNATURE [Signature]

DATE 23 Nov 88

PROTECTED
(when completed)

(when completed)

ANNEX A
TO 4705-4 (DLT)
DATED 21 OCTOBER 1988

LANGUAGE PROFICIENCY EXAMINATION (LPE) RESULTS

To: Base Designated Testing Co-ordinator (BDTC)

1. ☐ I opt to accept my new second language linguistic profile of [REDACTED]
[REDACTED]

OR

2. ☒ I opt to be retested in all three skills as part of the Special Testing Campaign.
3. Please take appropriate actions.

s.19(1)

SIN [REDACTED]

NAME GRAY Init. PR

SIGNATURE PR Gray

DATE 22 Nov 88

PROTECTED
(when completed)

000075

(when completed)

ANNEX A
TO 4705-4 (DLT)
DATED 21 OCTOBER 1988

② *CRS Ann 2*

24/10/88

as requested
1. H. E. ... 998-7255
LANGUAGE PROFICIENCY EXAMINATION (LPE) RESULTS

To: Base Designated Testing Co-ordinator (BDTC)

1. ☐ I opt to accept my new second language linguistic profile of [REDACTED]

OR

2. ☒ I opt to be retested in all three skills as part of the Special Testing Campaign.
3. Please take appropriate actions.

s.19(1)

SIN [REDACTED]

NAME Bahouid Init. BU

SIGNATURE [Signature]

DATE 23 Nov 88

PROTECTED
(when completed)

000076

MEMORANDUM

PA
1211-CIS
? *✓*
~~1200~~-CIS (D Secur Ops)

7 Dec 88

Distribution List

RÉCEPTION TÉLÉPHONIQUE COURSE

Refs: A. 4639-1 (EA/CDS) 28 Nov 88
B. 1211-CIS (SO DG Secur) 2 Dec 88

1. The following D Secur Ops personnel will require training on subject course as provided in Ref A.

Maj	P.A. Draper
Maj	R.B. Morey
Capt	F.W. Shirley
Lt	A.A. Babcock
Lt	T.S. Wales
MWO	E. Jamael
WO	R.A. Lavalley
Sgt	D. Clarke
Sgt	A.M. Matheson
MCpl	J. Schleihau
Mr.	D. Bolton
Mr.	P. Hull
Mr.	G.G. Rowlandson
Mrs.	E. Weymass

A.R. Wells
A.R. Wells
LCol
D Secur Ops
998-7672

DISTRIBUTION LIST

<u>Action</u>	<u>Info</u>
CIS/CC	SO DG Secur

P.A.

MEMORANDUM

1211-CIS (SO DG Secur)

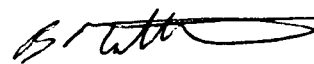
6 Dec 88

Distribution List

BILINGUAL SERVICES

1. The VCDS office is continuing to promote the provision of bilingual services. One aspect is the telephone survey which is conducted by the VCDS office. For the moment this survey is carried out at the Director General and Director levels. Considering the importance being placed by the VCDS and CDS on providing bilingual services it is expected that the telephone survey will be expanded to include section heads and desk officers. This does not mean everyone has to be bilingual. However everyone should be capable of using the Bilingual Responses guide in the back of the NDHQ telephone directory so that a caller can be transferred to a bilingual individual. To assist unilingual members the VCDS is planning a "Reception Telephonique" course and has requested candidates.

2. It is requested that directors advise their personnel of the emphasis being placed on the provision of bilingual services and the possibility they will be included in future telephone surveys. Our failure to meet these requirements can only result in further direction being given by the VCDS.



B.W. Matthews
Capt
SO DG Secur
998-6980

DISTRIBUTION LIST

D Secur Ops
D Police Ops
DSC
DPSPR

PT

MEMORANDUM

1211-CIS (CIS)

28 Nov 88

Distribution List

BILINGUAL SERVICES - CIS BRANCH

Ref: A. 1214-7 (VCDS) 21 Nov 88 (enclosed)

1. The referenced memorandum from the VCDS is enclosed for information.
2. I urge each of you to take an active interest to encourage your staff members to comply with the provisions of the Official Languages Act. With the involvement and leadership of the Branch supervisors our performance will improve.



R.P. Pattee
MGen
CIS
998-0256

Enclosure: 1

DISTRIBUTION LIST

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DG Secur

DGISS

DDI

DIE

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DC Int

DIPD

DPSPR

D Secur Ops

D Police Ops

DSC

DISA

DFL

CIS Adm

RR 14/11/88

Vice Chief of the Defence Staff



Vice-chef de l'état-major de la Défense

MEMORRANDUM

1214-7 (VCDS)

21 Nov 88

Distribution List

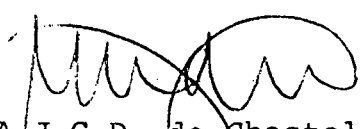
BILINGUAL SERVICES - VCDS GROUP

1. A telephone survey was conducted on 17 November 1988 to determine the Group's ability to respond to telephone queries in both official languages. The results were very disappointing and improvements are necessary.
2. Shortly, a NDHQ Action Directive on an Official Language Action Plan will be published. It will provide details on action to be taken to bring NDHQ in compliance with the provisions of the Official Languages Act. However, it is imperative that action be taken immediately to ensure that telephone calls are answered using a bilingual format. Further, it is essential that people who can speak both languages be identified and that each office has a plan to respond to queries in the two languages.
3. Assistance is available to improve the Group's ability to respond to queries in two languages. As a start, the telephone directory for the National Capital Region provides advice on how to answer the phone. Also a "Cours de réception téléphonique" is available. The development of an indepth bilingual capability will take time. However, staffs must be encouraged to make use of facilities available in the Ottawa area to develop abilities to speak the two languages.

.../2

- 2 -

4. My EA is the Group's O.L. Coordinator and he will be monitoring the progress of the Group. Questions should be directed to him.



A.J.G.D. de Chastelain
LGen
VCDS
992-6052

DISTRIBUTION LIST

CIS ✓
DSageG
DIPC
DFS

MEMORANDUM

1211-CIS (CIS)

28 Nov 88

Distribution List

BILINGUAL SERVICES - CIS BRANCH

Ref: A. 1214-7 (VCDS) 21 Nov 88 (enclosed)

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R.P. Pattee
MGen
CIS
998-0256

Enclosure: 1

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DFL
CIS Adm

Vice Chief of the Defence Staff



Vice-chef de l'état-major de la Défense

MEMORRANDUM

1214-7 (VCDS)

21 Nov 88

Distribution List

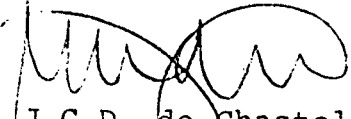
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.../2

- 2 -

4. My EA is the Group's O.L. Coordinator and he will be monitoring the progress of the Group. Questions should be directed to him.



A.J.G.D. de Chastelain
LGen
VCDS
992-6052

DISTRIBUTION LIST

CIS ✓
DSageG
DIPC
DFS



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Canada
K1A 0K2

Quartier général de la Défense nationale
Ottawa, Canada
K1A 0K2

5767-1 (Comdt)

5767-1 (Cmndt)

16 November 1988

le 16 novembre 1988

Language Testing Coordinator

Coordonnateur des Examens de
de Langagière

LANGUAGE PROFICIENCY EXAMINATION
(LPE) RESULTS

RESULTATS DE L'EXAMENS DE
COMPÉTENCE LANGAGIERE (ECL)

Reference: DCDS Tasking Order
4705-4 (DMOC) 29 Jan 88

Référence: Ordre de mission du SCHED,
4705-4 (DCOM), 29 janvier
1988

1. Please find enclosed the LPE results from Phase II of the Special Testing Campaign, described at reference, for CF members within your own URS. It would be appreciated if you would distribute these to the members concerned, collect the annexes when returned and take appropriate UPDT action.

1. Veuillez trouver ci-inclus les résultats de l'ECL pour les militaires de votre USTD qui ont participé à la phase II de la campagne spéciale de testing décrite à la référence. Nous vous prions de distribuer ces lettres aux militaires concernés, de recueillir les annexes une fois remplies et d'entreprendre les démarches nécessaires dans le cadre du MDPU.

2. Once all annexes have been returned, please send a report to NDHQ/AU/P Dev indicating the number of individuals who have chosen each of the possible alternatives.

2. Lorsque vous aurez reçu toutes les annexes, veuillez faire parvenir un rapport à la QGDN/UA/P Per, rapport qui indiquera le nombre de militaires qui ont choisi chacune des alternatives.

le commandant
de l'unité administrative
le colonel A.D. Gauthier

A.D. Gauthier for pour

A.D. Gauthier
Colonel
Commandant
National Defence Headquarters
Administrative Unit

Canada

000085



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Canada
K1A 0K2

Quartier général de la Défense nationale
Ottawa, Canada
K1A 0K2

1211-C15

P/A

~~TT21-20~~ (DRPD)

12 Octobre 1988

Liste de Diffusion

PLAINTÉ EN MATIÈRE DE LANGUES OFFICIELLES

Références: A. DIPD 0348 062100Z SEP 88
B. 1211-20 DT 8859 (CBLO) 16 SEP 88
C. 1211-20 (DGOL) 03 OCT 88

1. Référence A est un message adressé à AIG 1883. Le message contient notification du Huitième Bonspiel annuel du service de renseignement et il a été envoyé par erreur seulement en anglais. Vu que cette activité est prévue pour la semaine prochaine, 5e GBC, section de renseignement a été informé du contenu de ce message par téléphone.

2. Dans le futur, soyez assuré que les besoins linguistiques du 5e GBC seront désormais considérés en préparant la correspondance.

Pour le chef de renseignement militaire
et sécurité

Le lieutenant-colonel D.M. Robb

LISTE DE DIFFUSION

Exécution

Information

Externe

Interne

BFC Valcartier/
Chef de l'administration

DGLO

Canada



National Defence Défense nationale

1211-20 DT 8859 (CBLO)

Base des Forces canadiennes
Valcartier
Courcelette (Qué)
GOA 1R0

le 16 septembre 1988

Liste de diffusion

PLAINTÉ EN MATIÈRE DE LANGUES OFFICIELLES

Références: A. OAF 2-15
B. A-AD-050-004/JD-000
C. 1211-20 TD 8007 (DGLO) du 22 janvier 1988
D. DIPD 0348 062100Z SEP 88 (ci-joint)

1. Nous apprécions grandement les efforts manifestés en matière de langues officielles, ainsi que votre compréhension au sujet des politiques linguistiques.

2. Nonobstant ce fait, il peut parfois se glisser un document ne respectant pas ces directives. Conséquemment, vous trouverez ci-joint un double de la référence D qui va à l'encontre des références A et B.

2. Conformément à la référence C, nous acheminons cette plainte directement au bureau d'origine afin que ce dernier identifie d'où provient l'erreur au sein de ces procédures administratives et qu'il puisse se conformer aux références A et B.

Pour le commandant
Le chef de l'administration
Le lieutenant-colonel G. Brassard

1 pièce jointe

LISTE DE DIFFUSION

Exécution

Externe

NDHQ Ottawa/Conseiller de
Service, Renseignements

Information

Externe

QGDN Ottawa/DGLO

Canada

000087

5591-1
62

RAAUZYUW RCCPJAQ0300 2502252-UUUU--RCEVCFA.

ZNR UUUUU ZOC

RCCENAT T CANMILREPNATO

RXFNB T CANSUP KOLSAAS

RUWJHRA T CDR INTEL CEN FT HUACHUCA AZ

RUCEAAM T HQ NORAD INTEL CEN CHEYENNE MTN COMPLEX CO

RXFKB T AFCENT ERWIN

RXFBI T CANSUP BRUNSSUM

RXFKEA T CANSUP HEIDELBERG

RXFKBA T CANSUP RAMSTEIN

RHKAALA T CANSUP ELMENDORF AFB AK

R 062100Z SEP 88

FM NDHQ OTTAWA//INT BR ADVISOR//

TO AIG 1883

BT

UNCLAS DIPD 0348

SIC ZKA

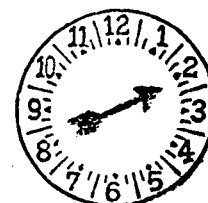
SUBJ: EIGETH ANNUAL INT BRANCH BONSPIEL

REF: DIPD 0299 301630Z JUN 88

1. BE ADVISED THAT PREPARATIONS FOR THE EIGHTH ANNUAL
INT BR BONSPIEL TO BE HELD AT UPLANDS, OTTAWA 20-22 OCT
ARE IN FULL SWING. QUARTERS, SOCIAL CENTRE AND CURLING

OG 5 EBC

8 SEP 1988



QG 5 GBC
BFC Valcartier

PAGE 2 RCCPJAQ0300 UNCLAS

LUB ARE CONFIRMED.

2. REMEMBER THAT THE DEADLINE FOR REGISTRATION FOR BR PERSONNEL, PAST AND PRESENT, AND THEIR SPOUSES IS 01 OCT, ON A FIRST COME, FIRST SERVED BASIS.

3. REGISTRATION CAN BE MADE BY MAIL NOW WITH CHEQUES FOR THIRTY DOLLARS PER PERSON PAYABLE TO TJ THOMSON/INT BR BONSPIEL.

4. FOR ADDITIONAL INFO OR QUERIES CONTACT: MWO RAY LECAVALIER 998-0049 OR WO TERRY THOMSON 992-3627. MAILING ADDRESS NATIONAL DEFENCE HEADQUARTERS, 101 COLONEL BY DRIVE, OTTAWA, ONT K1A 0K2 ATTN: CIS/DDI WO TJ THOMSON.

BT

#0300

DBY202 DELIVERED 2502253 006604

National Defence

Défense nationale

National Defence Headquarters
Ottawa, Canada
K1A 0K2

Quartier général de la Défense nationale
Ottawa, Canada
K1A 0K2

1121-20 (DRPD)

12 Octobre 1988

Liste de Diffusion

PLAINTÉ EN MATIÈRE DE LANGUES OFFICIELLES

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2. Dans le futur, soyez assuré que les besoins linguistiques du 5e GBC seront désormais considérés en préparant la correspondance.



Pour le chef de renseignement militaire
et sécurité
Le lieutenant-colonel D.M. Robb

LISTE DE DIFFUSION

Exécution

Information

Externe

Interne

BFC Valcartier/
Chef de l'administration

DGLO

Canada

MESSAGE FORM
MULE DE MESSAGE

UNCLASSIFIED

1211 (DPCA0)

01 09 081300Z ~~SEP~~ ~~AUG~~ 88 RR UUUU

-CIS
PA
ADM(PER) 065
DPCA0

NDHQ EXPORT OTTAWA

CANFORGEN 021/88

CIS (Cis ADM FOR MWO Bureau)

UNCLAS ADM(PER) 065

SUBJECT: OFFICER PERSONNEL POLICIES - OFFICIAL LANGUAGES

REF: A. NDHQ INSTRUCTION - ADM(PER) 6/85 31 DEC 85

B. 4705-22 (CDS) 14 JAN 86 (POLICY PAPER - MSLT)

C. ARMED FORCES COUNCIL MEETING 27 JUN 88

D. DGRET 1071 111200Z JUL 88

1. WITH THE INTRODUCTION OF MSLTP IN 1986, BILINGUALISM BECAME A FUNDAMENTAL ELEMENT OF OFFICERSHIP. THE PURPOSE OF THIS MESSAGE IS TO SIGNAL THE RECENT AFC DECISIONS THAT PROVIDE FURTHER DEFINITION TO THE TERM BILINGUAL OFFICER CORPS IN THE FULLNESS OF TIME. INITIALLY NOTIFIED IN REFS A AND B AND TO OUTLINE THE PERSONNEL POLICIES WHICH WILL REINFORCE THIS CONCEPT AND PROVIDE FOCUS TO OUR EFFORTS. POLICY ASPECTS WITH RESPECT TO NCMS WILL BE ADDRESSED SEPARATELY

2. THE BILINGUAL OFFICER CORPS IS A COMPLEX CONCEPT WHICH MUST ACCOMMODATE MANY FACTORS TO BECOME A PRACTICAL AND ATTAINABLE GOAL. FOREMOST, THE PRINCIPLES OF EQUALITY AND FAIRNESS MUST BE

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ADDRESSED. THE MODEL OF THE BILINGUAL OFFICER CORPS ACCEPTED AT REF A INCLUDES THE FOLLOWING FUNDAMENTAL FEATURES:

A. WHILE IT WOULD BE IDEAL THAT ALL OFFICERS BE BILINGUAL, THIS GOAL IS NOT PRACTICAL IN THE FORESEEABLE FUTURE. THE CF MUST BE CAPABLE OF EMPLOYING AND DEVELOPING UNILINGUAL OFFICERS UP TO AND INCLUDING THE RANK OF MAJOR; AND

B. THE BILINGUAL REQUIREMENT OF THE CF INCREASES SIGNIFICANTLY AT AND ABOVE THE RANK OF LCOL. AS AN EXTENSION OF THE PREVIOUSLY ANNOUNCED GOAL THAT ALL GENERAL OFFICERS BE BILINGUAL, THE CF GOAL NOW INCLUDES PROVISION THAT LCOLS AND ABOVE WILL NORMALLY BE BILINGUAL

BUT THERE ARE A NUMBER OF FACTORS RELATED TO ACCESS TO LANGUAGE TRAINING AND OPPORTUNITY TO MAINTAIN PROFICIENCY WHICH ARGUE AGAINST IMMEDIATE IMPOSITION OF THE LATTER FEATURE. TO ACCOMMODATE THESE FACTORS WHILE AFFORDING CURRENTLY SERVING MEMBERS OF THE CF PROTECTION AND ASSURANCES PROVIDED THE PS UNDER THE GRANDFATHER PROVISIONS, THE MERIT BOARDS OF 1997 WILL BE INSTRUCTED THAT FOR 1998 AND BEYOND, BILINGUALISM IS A NORMAL CONDITION FOR PROMOTION TO LCOL. THE UNIVERSAL APPLICATION OF MSLTP COUPLED WITH YET TO BE

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OPCAO

ANNOUNCED INCREASED OPPORTUNITY FOR IN-SERVICE AND OUT-SERVICE SLT
HOLD THE PROMISE THAT BY 1997 A BROAD CROSS-SECTION OF BILINGUAL
MAJORS WILL BE IN COMPETITION FOR PROMOTION AND THE MERIT PRINCIPLE
WILL CONTINUE TO SERVE THE CF WELL

3. POLICIES PERTAINING TO SELECTION AND SUBSEQUENT EMPLOYMENT OF
MEMBERS FOR SLT HAVE BEEN RATIONALIZED. SELECTION OF CANDIDATES FOR
1989 AND SUBSEQUENT CONTINUOUS LANGUAGE COURSES WILL BE FROM AMONG
THOSE WHO VOLUNTEER, AND WILL BE BASED ON APTITUDE, MOTIVATION,
THRESHOLD KNOWLEDGE AND POTENTIAL TO ACHIEVE HIGHER RANK AS
DEMONSTRATED BY MERIT. TO THE EXTENT POSSIBLE, OFFICERS GRADUATING
FROM CONTINUOUS LANGUAGE TRG, AND OTHER BILINGUAL MEMBERS, WILL BE
POSTED INTO BILINGUAL POSITIONS

4. TO FURTHER REINFORCE THE REQUIREMENT FOR BILINGUALISM IN THE
OFFICER CORPS, THE MERIT BOARD PROCESS WILL BE RESTRUCTURED TO GIVE
GREATER VISIBILITY TO BILINGUALISM. THE 1987 MERIT BOARDS
PARTICIPATED IN A TRIAL TO DETERMINE HOW MBS CURRENTLY VIEW SECOND
LANGUAGE ABILITY AS A FACTOR OF POTENTIAL. STATISTICAL ANALYSIS
CONFIRMED THAT OFFICER MBS WERE SCORING SECOND LANGUAGE ABILITY OUT
OF .5 PTS. THERE WERE NUMEROUS INCONSISTENCIES BETWEEN MOCS AND

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RANKS. FURTHER, IT WAS EVIDENT THAT THERE ARE A NUMBER OF SYSTEMIC LIMITATIONS WHICH IMPEDE MB ASSESSMENT OF SECOND LANGUAGE ABILITY. TO ACCOMMODATE THESE LIMITATIONS AS WELL AS CONCERNS FOR EQUITY, IT HAS BEEN DECIDED THAT COMMENCING WITH MBS IN 1988, SECOND LANGUAGE ABILITY AS A FACTOR OF POTENTIAL WILL BE SCORED OUT OF A MAXIMUM OF .5 PTS USING A COMBINATION OF SUBJECTIVE AND OBJECTIVE POINT ALLOCATIONS. TO IMPLEMENT THIS CHANGE, MBS WILL BE AUTHORIZED TO SCORE POTENTIAL IN .1 INCREMENTS INSTEAD OF HALF POINT

5. THESE CHANGES ARE NOT REVOLUTIONARY. MANY OFFICERS BELIEVE THAT SUCH POLICY ALREADY EXISTS. FOR CURRENTLY SERVING OFFICERS WHO POSSESS THE MOTIVATION AND AMBITION TO BECOME BILINGUAL, A SUITABLE TIME PERIOD HAS BEEN IDENTIFIED. REF B AND SUBSEQUENT ANNOUNCEMENTS WILL OUTLINE ADDITIONAL OPPORTUNITY TO BECOME BILINGUAL. CAREER MANAGER BRIEFINGS WILL AMPLIFY ON THE POLICY ITEMS DISCUSSED. THESE CHANGES REPRESENT THE CONVICTION TO REDRESS THE SHORTAGE OF BILINGUAL OFFICERS, AND THE INTENT TO FULFILL OUR OBLIGATIONS UNDER THE OFFICIAL LANGUAGES ACT IN THE FULL KNOWLEDGE THAT BY DOING SO WE WILL BE ENHANCING OPERATIONAL EFFECTIVENESS

END OF ENGLISH TEXT//FIN DU TEXTE ANGLAIS

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OBJET: POLITIQUES APPLICABLES AUX OFFICIERS - LANGUES OFFICIELLES

REFS: A. REUNION DU 27 JUIN 1988 DU CONSEIL DES FORCES ARMEES

B. DGREI 1071 111200Z JUILLET 1988

1. LA MISE EN OEUVRE DU PMELS EN 1986 A FAIT DU BILINGUISME UN
ELEMENT FONDAMENTAL DE LA FONCTION D OFFICIER. LE PRESENT MESSAGE A
POUR OBJET DE VOUS COMMUNIQUER LES DECISIONS DU CFA QUI VIENNENT
PRECISER CE QU ON ENTEND PAR DISPOSER D UN CORPS D OFFICIERS
BILINGUES AVEC LE TEMPS, ET D ENONCER LES GRANDES LIGNES DES
POLITIQUES DU PERSONNEL QUI VIENNENT APPUYER CE CONCEPT ET ORIENTER
NOS EFFORTS. LES POLITIQUES CONCERNANT LES PNO SERONT ADRESSEES
SEPAREMENT

2. LA NOTION DE CORPS D OFFICIERS BILINGUES EST COMPLEXE ET DOIT
INCORPORER DE NOMBREUX FACTEURS POUR DEVENIR UN OBJECTIF
REALISABLE. IL FAUT TOUT D ABORD TENIR COMPTE DES PRINCIPES
D EGALITE ET D EQUITÉ. LE MODELE DE CORPS D OFFICIERS BILINGUES
APPROUVE LORS DE LA REUNION MENTIONNEE EN REF A COMPORTE LES
ELEMENTS FONDAMENTAUX SUIVANTS:

A. L IDEAL SERAIT EVIDEMMENT QUE TOUS LES OFFICIERS SOIENT BILINGUES
MAIS CELA NE CONSTITUE CEPENDANT PAS UN OBJECTIF REALISTE POUR UN

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AVENIR PREVISIBLE. LES FC DOIVENT DONC ETRE EN MESURE DE FORMER ET D'EMPLOYER DES OFFICIERS UNILINGUES, JUSQU'AU GRADE DE MAJOR; ET B. LE BESOIN D'OFFICIERS BILINGUES AUGMENTE CONSIDERABLEMENT AU NIVEAU DES LCOL ET AUX NIVEAUX SUPERIEURS. IL EST MAINTENANT PREVU QU'OUTRE LES OFFICIERS GENERAUX QUI DOIVENT ETRE BILINGUES, OBJECTIF DEJA ANNONCE, LES MILITAIRES DETENANT LE GRADE DE LCOL OU UN GRADE SUPERIEUR SERONT NORMALEMENT BILINGUES

IL Y A CEPENDANT UN CERTAIN NOMBRE DE FACTEURS LIES A LA POSSIBILITE D'OBTENIR LA FORMATION LINGUISTIQUE ET DE CONSERVER SA COMPETENCE LINGUISTIQUE QUI PLAIDENT CONTRE L'IMPOSITION IMMEDIATE DE CETTE DERNIERE EXIGENCE. AFIN DE TENIR COMPTE DE CES FACTEURS, TOUT EN DONNANT AUX MEMBRES DES FC DEJA EN SERVICE LES GARANTIES ET LES ASSURANCES DONT BENEFICIENT LES MEMBRES DE LA FP EN VERTU DE CLAUSES RELATIVES AU MAINTIEN DES DROITS ACQUIS, LES COMITES D'ETUDES DES PROMOTIONS AU MERITE EN 1997 SERONT AVISES QU'A COMPTER DE 1998, LE BILINGUISME CONSTITUERA UNE CONDITION NORMALE A LA PROMOTION AU GRADE DE LCOL. L'APPLICATION GENERALISEE DU PMELS, COMBINEE A LA POSSIBILITE QUI SERA BIENTOT ANNONCEE DE S'INSCRIRE A DES COURS DE LANGUE SECONDE DONNES A L'INTERNE OU A L'EXTERNE, LAISSE ESPERER QUE

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D ICI X 1997, UN GRAND NOMBRE DE MAJORS BILINGUES SERONT EN LICE EN VUE D UNE PROMOTION, ET QUE LE PRINCIPE DU MERITE CONTINUERA A BIEN SERVIR LES FC

3. LES POLITIQUES RELATIVES A LA SELECTION DES MILITAIRES QUI DOIVENT SUIVRE UN COURS DE LANGUE SECONDE ET A LEUR EMPLOI, PAR APRES, ONT ETE PRECISEES. A COMPTER DE 1989, LES CANDIDATS AUX COURS DE LANGUES CONTINUS SERONT RECRUTES PARMI LES VOLONTAIRES, ET LA SELECTION SE FONDERA SUR L'APTITUDE, LA MOTIVATION, LA CONNAISSANCE MINIMALE ET LA CAPACITE DE CHACUN DE MONTER EN GRADE, SELON LE PRINCIPE DU MERITE. DANS LA MESURE DU POSSIBLE, LES DIPLOMES DES COURS CONTINUS DE LANGUE ET LES AUTRES MILITAIRES BILINGUES SERONT AFFECTES A DES POSTES BILINGUES

4. AFIN DE RENFORCER LE BESOIN POUR LES OFFICIERS D ETRE BILINGUES, LE PROCESSUS D ETUDE DES PROMOTIONS AU MERITE SERA RESTRUCTURE DE FACON A METTRE LE BILINGUISME DAVANTAGE A L HONNEUR. LES COMITES D ETUDE DES PROMOTIONS AU MERITE DE 1987 ONT PARTICIPE A UN ESSAI VISANT A DETERMINER QUELLE PLACE LES COMITES ACCORDENT A L APTITUDE EN LANGUE SECONDE DANS LE FACTEUR DU POTENTIEL. IL A ETE CONFIRME PAR ANALYSE STATISTIQUE QUE LES COMITES POUR OFFICIERS ACCORDAIENT

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ADM (PER)
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JUSQU A 0,5 POINT A CE FACTEUR, ET IL EXISTE DE NOMBREUSES
~~ENTRE LES~~
INCOHERENCES ~~D UN~~ GPM ET D UN GRADE A L AUTRE. DE PLUS, IL EST CLAIR
QUE LE SYSTEME PRESENTE DES LACUNES QUI EMPECHENT LES COMITES
D EVALUER L APTITUDE EN LANGUE SECONDE. POUR PALLIER CES LACUNES ET
PAR SOUCI D EQUITÉ, IL A ETE DECIDE ⁹ QU A COMPTER DE 1988, LES
COMITES DE PROMOTION AU MERITE ALLOUERONT UN MAXIMUM DE 0,5 POINT AU
FACTEUR APTITUDE EN LANGUE SECONDE, ET LA NOTATION S EFFECTUERA EN
FONCTION D ELEMENTS OBJECTIFS ET SUBJECTIFS D ATTRIBUTION DES
POINTS. A CET EGARD, LES COMITES SERONT AUTORISES A NOTER L APTITUDE
DES OFFICIERS PAR TRANCHE DE 0,1 POINT AU LIEU DE 0,5 POINT
5. CES CHANGEMENTS N ONT RIEN DE REVOLUTIONNAIRE. DE NOMBREUX
OFFICIERS CROIENT QU UNE TELLE POLITIQUE EST DEJA EN VIGUEUR. ON
ACCORDERA UN DELAI RAISONNABLE AUX OFFICIERS ACTUELLEMENT EN SERVICE
QUI ONT LA MOTIVATION ET L AMBITION DE DEVENIR BILINGUES. D AUTRES
ANNONCES DECRIRONT, A L INSTAR DU MESSAGE CITE A LA REF B, DE
NOUVEAUX MOYENS DE DEVENIR BILINGUES. LES POINTS SOULEVES SERONT
EXPLIQUES DE FACON PLUS DETAILLEE DANS LES SEANCES D INFORMATION
DONNEES PAR LES GESTIONNAIRES DE CARRIERES. CES CHANGEMENTS
TEMOIGNENT DE NOTRE INTENTION DE PARER A LA PENURIE D OFFICIERS

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BILINGUES ET DE FAIRE HONNEUR AUX OBLIGATIONS QUI NOUS INCOMBENT EN VERTU DE LA LOI SUR LES LANGUES OFFICIELLES, SACHANT PERTINEMMENT QUE, CE FAISANT NOUS CONTRIBUONS A L EFFICACITE OPERATIONNELLE DES FORCES

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National Defence

Défense nationale

National Defence Headquarters
Ottawa, Canada
K1A 0K2

Quartier général de la Défense nationale
Ottawa, Canada
K1A 0K2

1211-C15

~~1000-CIS~~ (DG Sécur)

le 2 août 1988

Liste de diffusion

PLAINTES - LANGUES OFFICIELLES

Références: A. BFC Montréal 1211-1 (CBLO) 13 19 juillet 1988
B. QGDN 1000-CIS (DG Secur) du 2 June 1988

1. Faisant suite à la référence A où une plainte concernant la référence B ci-haut mentionné a été expédié à la BFC Montréal dans la langue anglaise seulement. Après avoir examiné la distribution de cette référence, veuillez noter que cette correspondance a été expédié à des personnes spécifiques au commandement de la Force mobile et autres organizations. La référence B n'a pas été expédié à la BFC Montréal par ce QG.

2. J'apprécie que certaines unités s'intéressent aux activités de DG Sécur. Les Bulletins auront un format bilingue à l'avenir.

W.J. McCullough
Colonel
Directeur Général Sécurité

LISTE DE DIFFUSION

Exécution

Base des Forces canadiennes Montréal
St-Hubert, Que.
J3Y 5T4
Attention: CBLO

Information

QGDN/DGLO
QGPMC/CCLO

NOTE DE SERVICE

1211-14-3 (DG Sécur)

~~2100-1~~

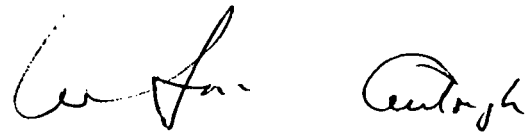
le 22 juillet 1988

DGLO

DÉSIGNATION LINGUISTIQUE

Réf: 1211-14-3 (DGLO) le 21 juillet 1988

Merci pour votre intervention à la référence.
Je vais la concerter avec l'officier commandante de
l'Unité des enquêtes spéciales des forces canadiennes.



W.J. McCullough
Col
DG Sécur
998-6978



National Defence

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1211-14-3

~~2100-1~~ (DG Secur)

22 July 1988

Commanding Officer
Special Investigation Unit
Canadian Forces Base Ottawa
Ottawa, Canada
K1A 0K4

DESIGNATION SIU DETACHMENTS
AND SECTIONS

Reference: 1211-14-3 (DGLO) 21 Jul 88 (enclosed)

You are requested to review the ref and be prepared to discuss it mid August. I have provided DGOL a non-committal interim reply.

W.J. McCullough
Colonel
Director General Security

Enclosure: 1

MEMORANDUM

1211-CIS

1211-0 (ADM(Per))

14 Jun 88

Distribution List

LANGUAGE OF WORK - TB GUIDE
TO CHAIRING BILINGUAL MEETINGS

1. Enclosed is a copy of the Treasury Board Guide to Chairing Meetings - How to Make Your Meetings a Success in Both Official Languages. The purpose of this Guide is to help create an atmosphere conducive to the use of both official languages in the workplace by providing the basic tools needed to chair bilingual meetings in a professional manner.
2. A review of this publication indicates that it would be a very useful tool for our personnel to have, who are responsible for ensuring that meetings are conducted in both official languages. Furthermore, it is a means of increasing the use of French as a language of work within the Department.
3. Copies of this publication will be distributed to Command, Regional and Group Principal Coordinators of Official Languages, who, in turn, will ensure that those concerned within their areas of responsibility receive a copy.
4. Finally, the Guide will be included as an information item at the next meeting of the Official Languages Coordinating Committee and of the Executive Committee on Official Languages.

Enclosure: 1

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GO - Can you arrange?
W. F. Fugère
Merci

Copies should

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DfS & DGNS

21.6

NDHQ - CDS/VCDS/D Sec GENERAL OFFICE		
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MEMORANDUM

1211-1 (DFS 3-2)

9 May 88

CRS/CIS MAIN REGISTR.

Distribution List

REVIEW OF LANGUAGE REQUIREMENTS
MILITARY AND CIVILIAN POSITIONS -
PEACETIME ESTABLISHMENT - VCDS GROUP

- Refs: A. Minute from EA/VCDS 19 Oct 87 (NOTAL)
B. 1212-1-13 (ADM(PER)) 16 Sep 87
C. 1212-2-13/1213-2 (DGOL) 18 Dec 87 (NOTAL)
D. 1211-1 (DFS 3-2) 25 Nov 87
E. 1211-1 (EA/VCDS) 9 Dec 87 (enclosed)
F. 1211-1 (DIPC) 1 Dec 87 (enclosed)
G. 1211-1 (D Safe G 2) 28 Apr 88 (enclosed)


Control No. 4432
Control No. 1211-CIS
File No.
Date Recd.

CR/PA

1. DFS was tasked at Ref A to OPI subject review. The aim, procedures and reporting requirements of the review are contained in Ref B. Following the tasking DFS requested VCDS's organizational components to review their respective establishments (Ref D).

2. Annex A to this memorandum summarizes the results of this review by organization. Refs E, F and G are enclosed for your information. You will receive CIS's input by separate correspondence. An agreement was arrived at between DFS and CIS Adm to allow a separate submission due to the size of CIS's organization and their need for direct consultation with DGOL Staff.

3. Queries on this project should be directed to Maj André Champagne, DFS 3-2, 992-0157.


H.A. Rose
Col
DFS
992-1880

Enclosures: 4

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CIS Adm
DIPC
D Safe G

Annex A
to 1211-1 (DFS 3-2)
Dated 9 May 88

SUMMARY OF CHANGES BY ORGANIZATION

VCDS's Office

			<u>From</u>	<u>To</u>
ELI 2003	EA/VCDS	LCol	-/F	F/F (see note 1)
ELI 3141	SA/VCDS	AS06	2	1 (see note 2)

DIPC

No changes

D Safe G

No changes

DFS

ELI 3101	DFS	Col	F/I	F/F
ELI 3102	Sect'y	CIV	2	1
ELI 3105	DFS 2-2	Maj	-/F	F/F
ELI 3104	DFS 2-2-2	Maj	-/F	F/F
ELI 3106	DFS 2-2-3	Capt	-/F	F/F
ELI 3109	DFS 2-3	Maj	-/F	F/F
ELI 3110	DFS 2-3-2	Capt	-/F	F/F
ELI 3112	DFS 2-3-3	Capt	-/F	F/F
ELI 3111	DFS 2-4	Maj	-/F	F/F
ELI 3113	DFS 2-4-2	Capt	-/F	F/F
ELI 3292	DFS 2-6	Maj	-/F	F/F
ELI 3117	DFS 3-2	Capt	-/F	F/F
ELI 3118	DFS 3-3	Capt	-/F	I/I
ELI 3107	DFS 3-2-2	Cpl	-/F	F/F
ELI 3269	DFS 4	LCol	-/F	F/F
ELI 3114	DFS 4-2	Maj	-/F	F/F
ELI 3115	DFS 4-2-2	WO	-/F	F/F
ELI 3270	DFS 4-3	Capt	-/F	F/F
ELI 3271	DFS 4-3-2	CWO	-/F	F/F
ELI 3122	DFS 4-4-2	Cpl	-/F	F/F

NOTES (1) First letter is for French (F-fluent, I-integral), second letter is for English.

(2) A '1' is a bilingual position, a '2' is a unilingual English position.

OFFICE OF THE
VICE CHIEF OF THE DEFENCE STAFF



CABINET DU
VICE CHIEF DE L'ÉTAT-MAJOR DE LA DÉFENSE

MEMORANDUM

1211-1 (EA/VCDS)

NOTE

9 Dec 87

DFS 3-2



REVIEW OF LANGUAGE REQUIREMENTS

Ref: 1211-1 (DFS 3-2) 25 Nov 87

1. In response to the ref a review of the language requirements for the six positions within the Office of the VCDS was conducted. These positions and their identified language capabilities are listed below - changes to the REMAR are indicated by brackets:

<u>ELI</u>	<u>POSITION TITLE</u>	<u>RANK</u>	<u>LANGUAGE REQUIREMENT</u>	
			<u>French</u>	<u>English</u>
2001	VCDS	LGen	F	F
2363	Mil Sec to VCDS	WO	F	F
2900	Sec to VCDS	ST SCY 04	F	F
2003	EA/VCDS	LCo1	(F)	F
3100	SO/VCDS	Capt	F	F
3141	SA/VCDS	AS 06	(F)	(F)

2. The language requirements for the civilian positions of Sec to VCDS and SA/VCDS remain valid as bilingual imperative and bilingual non-imperative respectively.

3. Further details, if required, may be obtained by contacting the PA/VCDS, Capt M.B. Boswell, 992-6333.

J.C. Bain
Cdr
EA/VCDS
992-6333

TRANSIT RECORDS

REFERENCE 1211-1

PASSED TO PA OR CF	DATE	INITIALS
3-2	10/12	XC

000106

C.C. EA/VCDS

TRANSIT RECORDS		
FILE REFERENCE... 1211-1		
PASSED TO PA OR BF	DATE	INITIALS
3.2	12/05	<i>[Signature]</i>

MEMORANDUM

1211-1 (D Safe G2)

28 Apr 88

DFS

REVIEW OF LANGUAGE REQUIREMENTS
MILITARY AND CIVILIAN POSITIONS
PEACETIME ESTABLISHMENT - D SAFE G



Ref: A. 1211-1 (DFS 3-2) 25 Nov 87
B. A-PD-100-001/AG-000 30 Sep 87

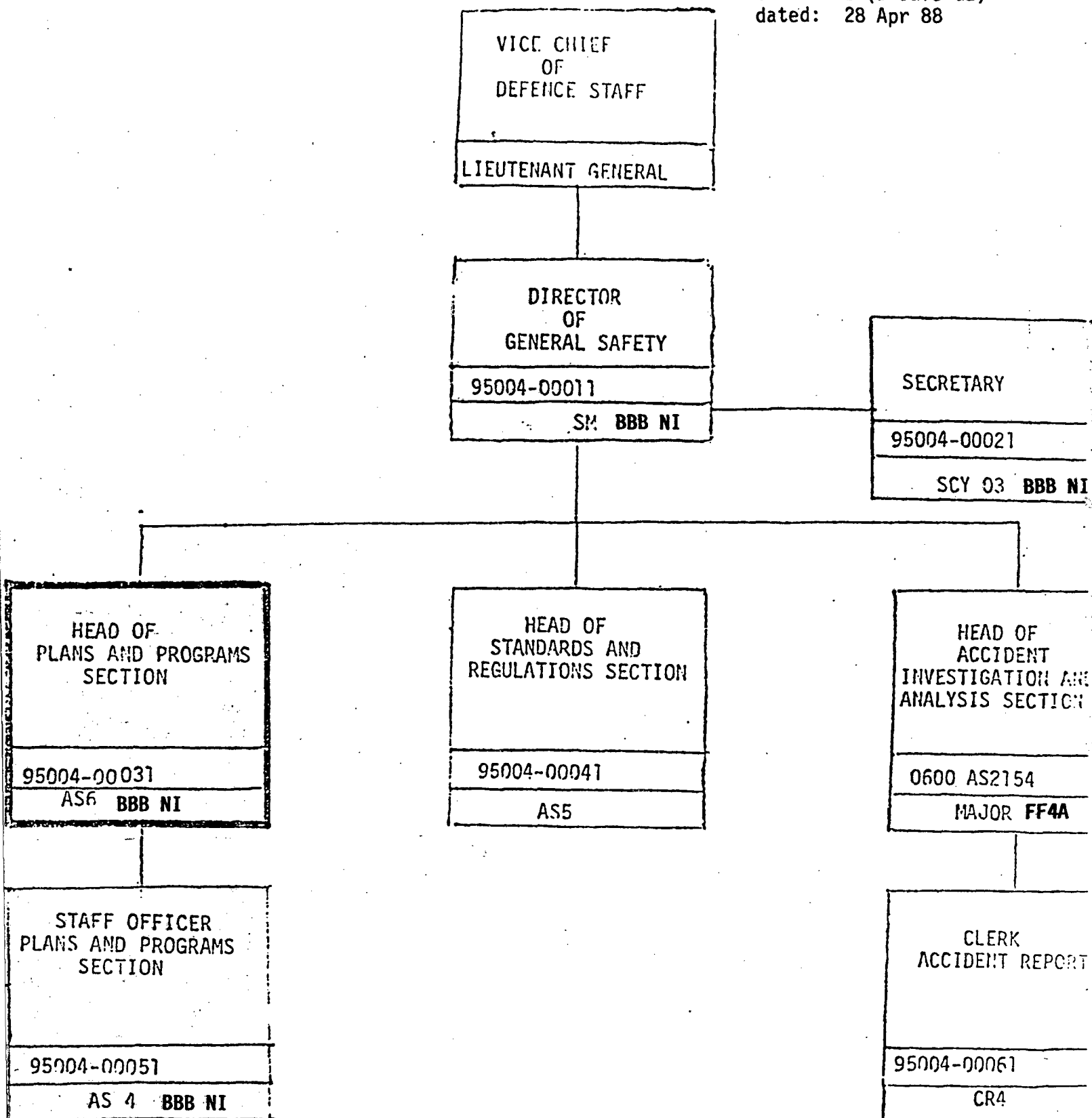
1. As requested at ref, a complete review has been conducted of this directorate and no changes are recommended or proposed. An organizational chart is attached at annex A showing current bilingual/unilingual positions.

2. It should be noted that the General Safety function falls under central services (item 4 A, of annex C, ref B) with a responsibility limited to bilingual services for language of work (employees) and language of work of units served, the five of seven positions already designated bilingual more than meets this requirement. It is believed that these positions have been correctly identified non imperative because of the limited size of the safety professional career field which makes it impossible to fill vacated positions exclusively from fully bilingual sources. That being said, bilingual candidates are always actively sought to fill bilingual positions during the staffing process.

R.L. MacLauchlan
R.L. MacLauchlan
D Safe G
996-9409

ORGANIZATION CHART

Annex A
to 1211-1 (D Safe G2)
dated: 28 Apr 88



- ☐ - BILINGUAL
- ☐ - UNILINGUAL ENGLISH
- Code NI - NON IMPERATIVE

DISA		
FILE NO. <u>1211 - CIS</u>		
TE RECEIVED <u>15 Apr 88</u>		
PASSES TO	DATE	INITIALS
<u>ASD</u>	<u>15 Apr 88</u>	<u>[Signature]</u>
<u>CC</u>	<u>15 APR 88</u>	<u>DM</u>
<u>CR/PA</u>		

MEMORANDUM

1211-CIS (CIS Adm)

14 Apr 88

Distribution List

REQUESTS FOR TRANSLATION BETWEEN
ENGLISH AND FRENCH

Ref: TRS 008-2 7 Apr 88

1. The Chief CIS Multilingual Section has advised that several requests for translation between English and French have recently been received by that section from various members of CIS staff.

2. For those members who may be unaware of the differences in the services offered by the various translation units, the following is offered as assistance:

- a. for translations between foreign languages and English:

CIS Multilingual Section
6 NT, 101 Col By Tel: 992-6615

- b. for translations between foreign languages and French:

Multilingual French Service
Multilingual Translation Directorate
Secretary of State
Ottawa, Ont K1A 0M5 Tel: 997-2657

- c. for translations between English and French:

National Defence Translation Service
5 CBS, 101 Col By Tel: 992-2065

CIS CR
Yours for PA. Thanks.
[Signature]
RE
DISA Reg Cll
8-0181
13/4/88

[Signature]
D.M. Robison
Cdr
CIS Adm
8-0264

DISTRIBUTION LIST (Page 2)

DISTRIBUTION LIST

Action

Info

DDI

SO/CIS

DSTI

SO/DG Int

DIE

SO/DG Secur

DC Int

Chief CIS Multilingual Sec

DIPD

D Secur Ops

D Police Ops

DSC

DPSPR

~~DISA~~

DFL

CIS Adm

PPC



Government
of Canada

Gouvernement
du Canada

MEMORANDUM

NOTE DE SERVICE

1211-CIS

TO
A

Cdr D.M. Robison
CIS Adm
CIS
DND

FROM
DE

Chief
CIS Multilingual Section
6 NT, NDHQ

SECURITY - CLASSIFICATION - DE SÉCURITÉ
OUR FILE/NOTRE RÉFÉRENCE TRS 008-2
YOUR FILE/VOTRE RÉFÉRENCE
DATE April 7, 1988

SUBJECT
OBJET

Requests for translation between English and French

1. This memorandum should not in any way be regarded as a response to yours of 23 Feb 88 concerning translation of special material briefings. This is being followed up quite separately.
2. Recently, several requests for translation between English and French have been sent to our section by various members of CIS staff.
3. I have spoken individually to the persons concerned, explaining to them the differences in the services offered by various translation units.
4. However, I thought it would be a good idea to supplement this with a memorandum that could be circulated or distributed within CIS, especially for the purpose of informing newcomers to the establishment.
5. The attached sheet shows the distinct functions of the three translation services that are most likely to be used by CIS staff. Your assistance in bringing this information to the notice of CIS personnel would be most appreciated.

J. Kilby

J. Kilby
992-6615

Annex

Annex to memorandum J. Kilby to Cdr D.M. Robison, 7 Apr 88

Secretary of State Translation Services most likely to be used by CIS

1. For translation between foreign languages and English:

CIS Multilingual Section Tel: 992-6615
6 NT, NDHQ

2. For translations between foreign languages and French:

Multilingual French Service Tel: 997-2657
Multilingual Translation Directorate
Secretary of State Dept.
Ottawa, Ont. K1A 0M5

(Service multilingue français
Direction de la traduction multilingue
Secrétariat d'état
Ottawa, Ont. K1A 0M5)

3. For translations between English and French:

National Defence Translation Service Tel: 992-2065
5 CBS, NDHQ

(Service de traduction
Ministère de la défense nationale
5 CBS, QGDN)

CR
PA
National Defence

Défense nationale

National Defence Headquarters
Ottawa, Canada
K1A 0K2

Quartier général de la Défense nationale
Ottawa, Canada
K1A 0K2

1212-2-13 (DGOL)
1213-2

19 February 1988

Distribution List

REVIEW OF LANGUAGE REQUIREMENT
MILITARY AND CIVILIAN POSITIONS
- PEACETIME ESTABLISHMENT

References: A. NDHQ Instruction
ADM(Per) 9/87
dated
16 September 1987
B. 1212-2-13 (DGOL),
1213-2 dated
18 December 1987

1. Reference A directed the review of the language requirements of all military and civilian positions on DND's establishment and subsequent to the promulgation of this instruction, reference B was sent out to all units and NDHQ divisions in the NCR asking that a spokesperson be nominated to work with DGOL staff to accomplish this task. Once nominated each spokesperson could then be contacted to schedule a unit on-site visit to assess linguistic status and plan for the future.

PA
1212-2-13 (DGLO)
1213-2

le 19 février 1988

Liste de diffusion

RÉVISION DES EXIGENCES
LINGUISTIQUES/POSTES MILITAIRES
ET CIVILS - EFFECTIF DE TEMPS
DE PAIX

Références: A. Directive du
SMA(Per)
QGDN 9/87 du
16 septembre 1987
B. Directive n°
1212-2-13 (DGLO),
1213-2 du
18 décembre 1987

1. Dans le document mentionné à la référence A, le SMA(Per) ordonnait une révision générale des exigences linguistiques des postes militaires et civils inclus dans l'effectif du MDN. Suite à la promulgation de cette directive, le DGLO envoya à toutes les unités et divisions du QGDN situées dans la RCN l'avis mentionné à la référence B dans lequel il demandait que l'on désigne un porte-parole qui serait appelé à travailler avec le personnel du DGLO à la révision susmentionnée. Une fois nommé, chaque porte-parole pourrait alors être contacté afin de dresser l'horaire des visites sur place qui auront pour but d'évaluer la situation linguistique actuelle de chaque unité et de planifier pour l'avenir.

.../2

no hand?

2. While some units have advised us whom their spokesperson is, many have not yet actioned our request and 1 June 1988 is fast approaching. We would appreciate your oral or written response soonest.

2. Alors que quelques unités nous ont déjà communiqué le nom de leur porte-parole, plusieurs d'entre elles n'ont pas encore répondu à notre demande. Comme le 1^{er} juin 1988 approche à grands pas, nous vous serions reconnaissants de nous transmettre votre réponse, oralement ou par écrit, dans les plus brefs délais.

3. Spokesperson nominations and any other queries should be directed to Mrs. Ann Cuffley, A/DCBP, at telephone number 992-6100 or Mr. R. Roi, DCBP 3-2, at telephone number 992-0667. Your immediate attention to this matter is most appreciated.

3. Veuillez communiquer le nom de votre porte-parole et adresser toutes autres questions à Madame Ann Cuffley, DPBC p. int., au numéro 992-6100 ou à Monsieur Roger Roi, DPBC 3-2, au numéro 992-0667. Nous vous demandons de répondre promptement à cet avis.

Pour le Chef de l'état-major de la Défense
Le Directeur général - Langues officielles

P.G. DesBecquets
P.G. DesBecquets
Director General Official Languages
for Chief of the Defence Staff

DISTRIBUTION LIST (page 3)

LISTE DE DIFFUSION (page 3)

- 3 -

DISTRIBUTION LIST

Action

External

Canadian Forces Communication
Command Headquarters
Ottawa, Canada
K1A 0K2

76 Communication Group
Headquarters
Ottawa, Canada
K1A 0K2

Canadian Forces Supplementary
Radio System Headquarters
Ottawa, Canada
K1A 0K2

764 Communication Squadron
Ottawa, Canada
K1A 0K2

Canadian Forces Base Ottawa
Ottawa, Canada
K1A 0K5

Canadian Forces Station Leitrim
Box 485, Postal Station "A"
Ottawa, Canada
K1N 8T3

Canadian Forces Station Carp
Box 48
Carp, Ont
K0K 1L0

National Defence Medical Centre
Ottawa, Canada
K1A 0K6

LISTE DE DIFFUSION

Exécution

Externe

Quartier général du Commandement
des communications des Forces
canadiennes
Ottawa (Canada)
K1A 0K2

Quartier général du 76^e Groupe
des communications
Ottawa (Canada)
K1A 0K2

Quartier général de Réseau radio
supplémentaire des Forces
canadiennes
Ottawa (Canada)
K1A 0K2

764^e Escadron des communications
Ottawa (Canada)
K1A 0K2

Base des Forces canadiennes
Ottawa
Ottawa (Canada)
K1A 0K5

Station des Forces canadiennes
Leitrim
CP 485, Station postale "A"
Ottawa (Canada)
K1N 8T3

Station des Forces canadiennes
Carp
CP 48
Carp (Ont)
K0A 1L0

Centre médical de la Défense
nationale
Ottawa (Canada)
K1A 0K6

.../4

- 4 -

DISTRIBUTION LIST (Cont'd)

Canadian Forces Data Centre
Ottawa
Ottawa, Canada
K1A 0K2

Canadian Forces Language School
Ottawa
Ottawa, Canada
K1A 0K2

Operational Research and
Analysis Establishment
National Defence Headquarters
Ottawa, Canada
K1A 0K2

Defence Research Establishment
Ottawa
Ottawa, Canada
K1A 0K2

Mapping and Charting
Establishment
National Defence Headquarters
Ottawa, Canada
K1A 0K2

Land Engineering Test
Establishment
National Defence Headquarters
Ottawa, Canada
K1A 0K2

Quality Engineering Test
Establishment
Ottawa, Canada
K1A 0K2

Emergency Preparedness Canada
141 Laurier Avenue West
Ottawa, Canada
K1A 0W6

LISTE DE DIFFUSION (Suite)

Centre d'informatique des Forces
canadiennes
Ottawa (Canada)
K1A 0K2

École des langues des Forces
canadiennes
Quartier général de la Défense
nationale
Ottawa (Canada)
K1A 0K2

Centre d'analyse et de recherche
opérationnelle
Quartier général de la Défense
nationale
Ottawa (Canada)
K1A 0K2

Centre de recherches pour la
Défense Ottawa
Ottawa (Canada)
K1A 0K2

Service de cartographie
Quartier général de la Défense
nationale
Ottawa (Canada)
K1A 0K2

Centre d'essais techniques
(Terre)
Ottawa (Canada)
K1A 0K2

Centre d'essais techniques de la
qualité
Ottawa (Canada)
K1A 0K2

Protection civile Canada
141 ouest, avenue Laurier
Ottawa (Canada)
K1A 0W6

.../5

- 5 -

DISTRIBUTION LIST (Cont'd)

National Search and Rescue
Secretariat
National Defence Headquarters
Ottawa, Canada
K1A 0K2

310 Canadian Forces Technical
Services Detachment
Boeing of Canada Ltd
Arnprior, Ontario
K7S 3M1

Internal

Standard Distribution List B
ADM(Per) List 3, DG level and
above
ADM(Mat) List 3, DG level and
above
CIS
DG Int
DG Secur
Assoc ADM(Pol)
CPP
DG Pol Coord
DGS Pol
DGC Pol
DGDP
DGOE
CMDO
CADO
CLDO
C Res
DGMPO
DGRC
DGMDO
DGLDO
DGMEQ
DGCEO
DGADO
CRS
DGA
DGPE
DGMR
Assoc ADM(Fin)
CFS
CAIS
DGFPP
DGFA
DG Man S
DG ADP SVS
JAG

LISTE DE DIFFUSION (Suite)

Secrétariat national - Recherches
et sauvetage
Quartier général de la Défense
nationale
Ottawa (Canada)
K1A 0K2

310^e Détachement des Services
techniques des Forces
canadiennes
Boeing of Canada Ltée
Arnprior (Ont)
K7S 3M1

Interne

Liste de diffusion générales B
Liste 3 du SMA(Per), au niveau de
la direction générale et plus
Liste 3 du SMA(Mat), au niveau de
la direction générale et plus
CRMS
DG Rens
DG Secur
SMAA(Pol)
CPP
DG Coord Pol
DGP Strat
DGP Cour
DGPD
DGOE
CDOM
CDOA
CDOT
C Rés
DGMPO
DGRC
DGDOM
DGDOT
DGGMO
DGCEO
DGDOA
CSE
DGV
DGEP
DGVEM
SMAA(Fin)
CSF
CSAI
DGFPP
DGAf
DGSG
DG STAD
JAG

000118

PA.

MEMORANDUM

1211-CIS

~~4000-CIS~~ (D Secur Ops)

18 Feb 88

DPSPR

REVIEW OF LANGUAGE REQUIREMENTS
MILITARY AND CIVILIAN POSITIONS
PEACETIME ESTABLISHMENTS

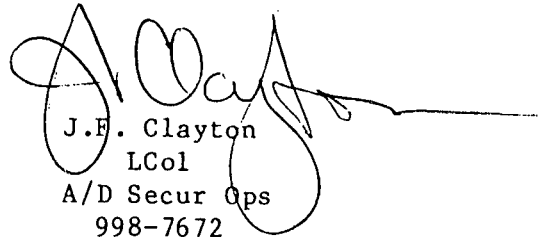
Refs: A. 1000-CIS (SO DG Secur) 14 Dec 87

B. A-PD-100-001/AG-000, Manual for the Identification of
Language Requirements of Military and Civilian Positions

1. The linguistic requirements for all positions in D Secur Ops have been reviewed as requested at ref A in light of the Departmental policy enunciated at ref B.

2. In general, everyone employed in D Secur Ops requires a functional knowledge of the English language. Those positions with no linguistic profile have been annotated accordingly (-F). On the other hand, the need for an integral knowledge of the English language had been exaggerated in several cases. This requirement has been reduced significantly.

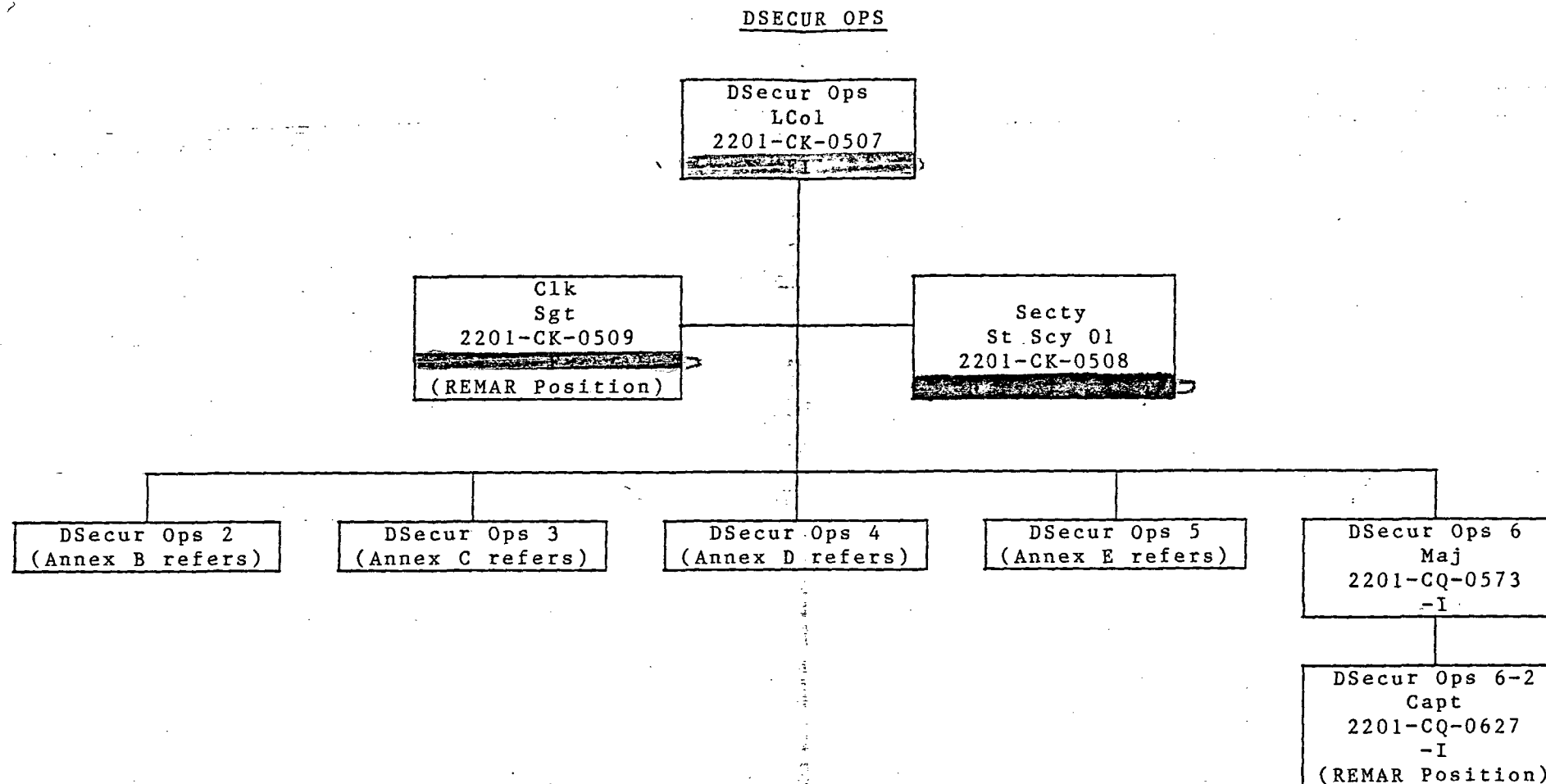
3. Approximately 40% of the established positions, both military and civilian, have been designated as bilingual, thereby providing for service to the public and effective supervision in either official language. These changes are summarized at Annexes A through E.


J.F. Clayton
LCol
A/D Secur Ops
998-7672

Attachments:

- Annex A - D Secur Ops
- Annex B - D Secur Ops 2
- Annex C - D Secur Ops 3
- Annex D - D Secur Ops 4
- Annex E - D Secur Ops 5

ANNEX A
TO 1000-CIS (DSecur Ops)
DATED FEB 88

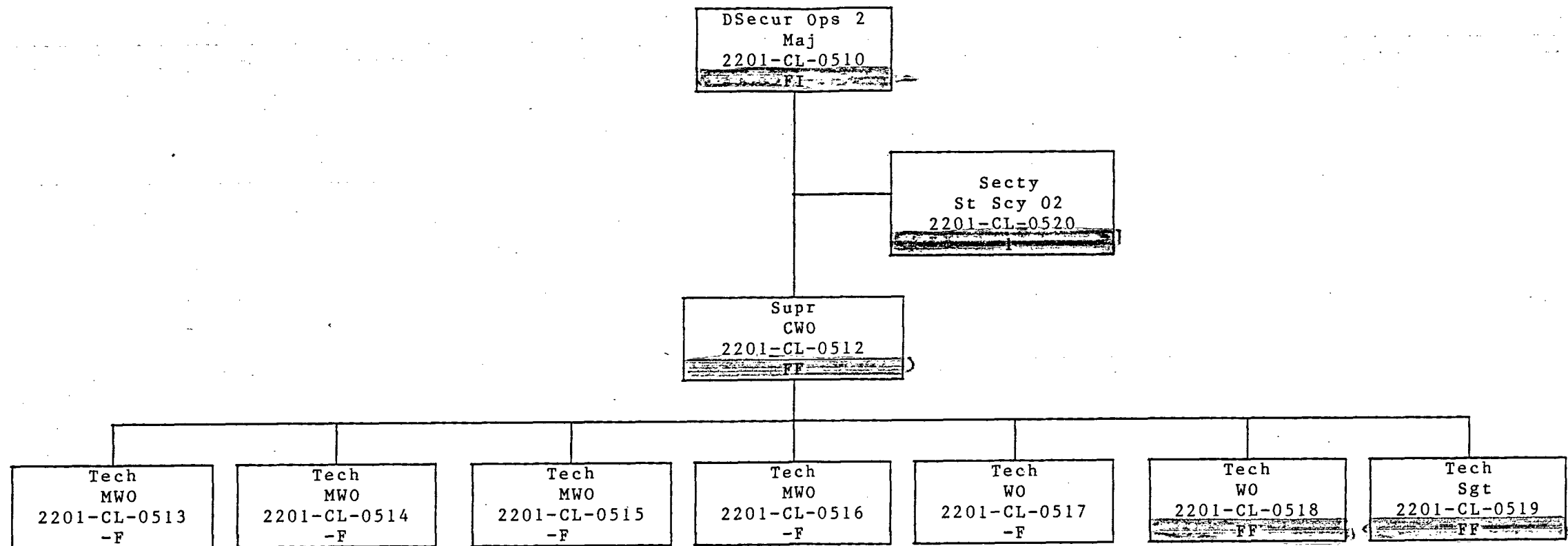


LEGEND

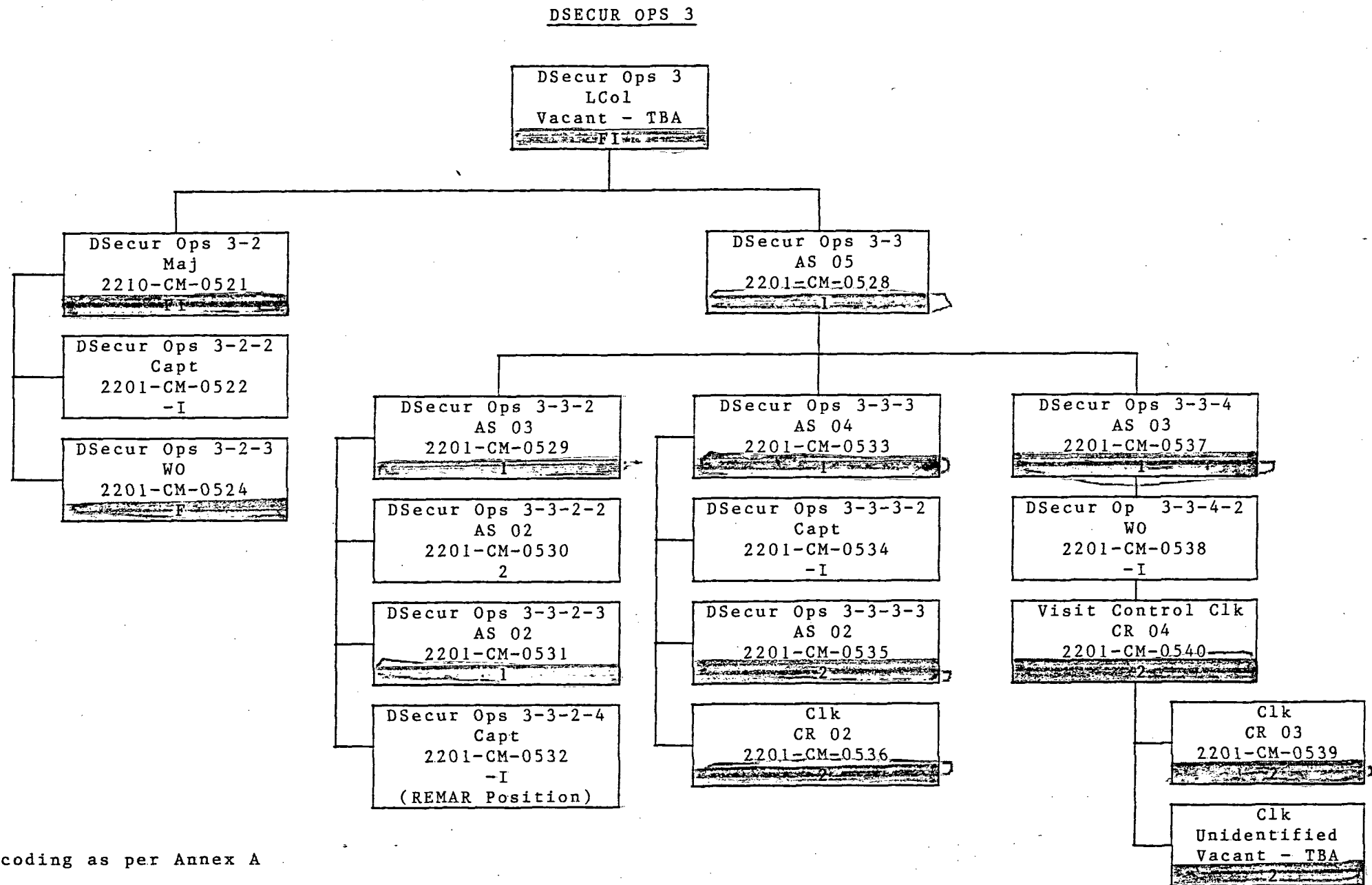
PINK - currently bilingual and should remain so
GREEN - currently unilingual but should be bilingual
YELLOW - currently bilingual but should be unilingual
BLUE - change in language requirement but not
bilingual/unilingual status

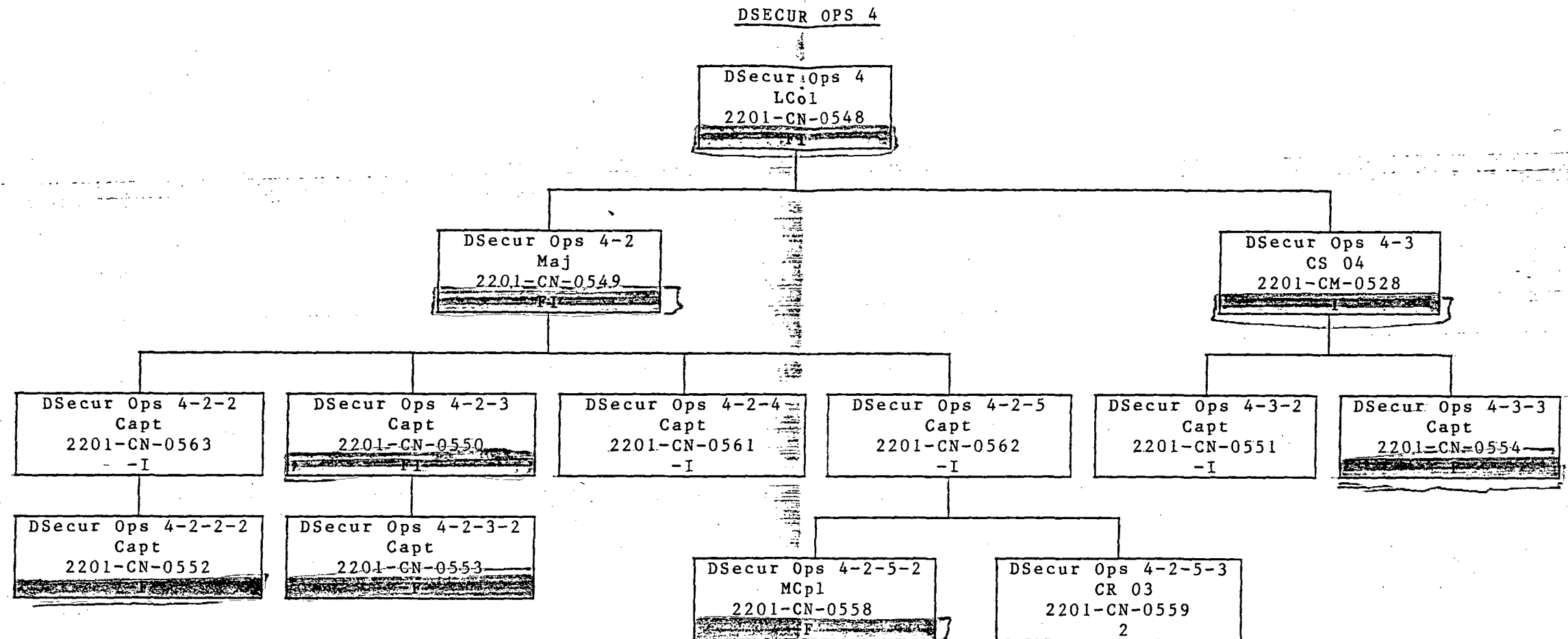
ANNEX B
TO 1000-CIS (DSecur Ops)
DATED FEB 88

DSECUR OPS 2



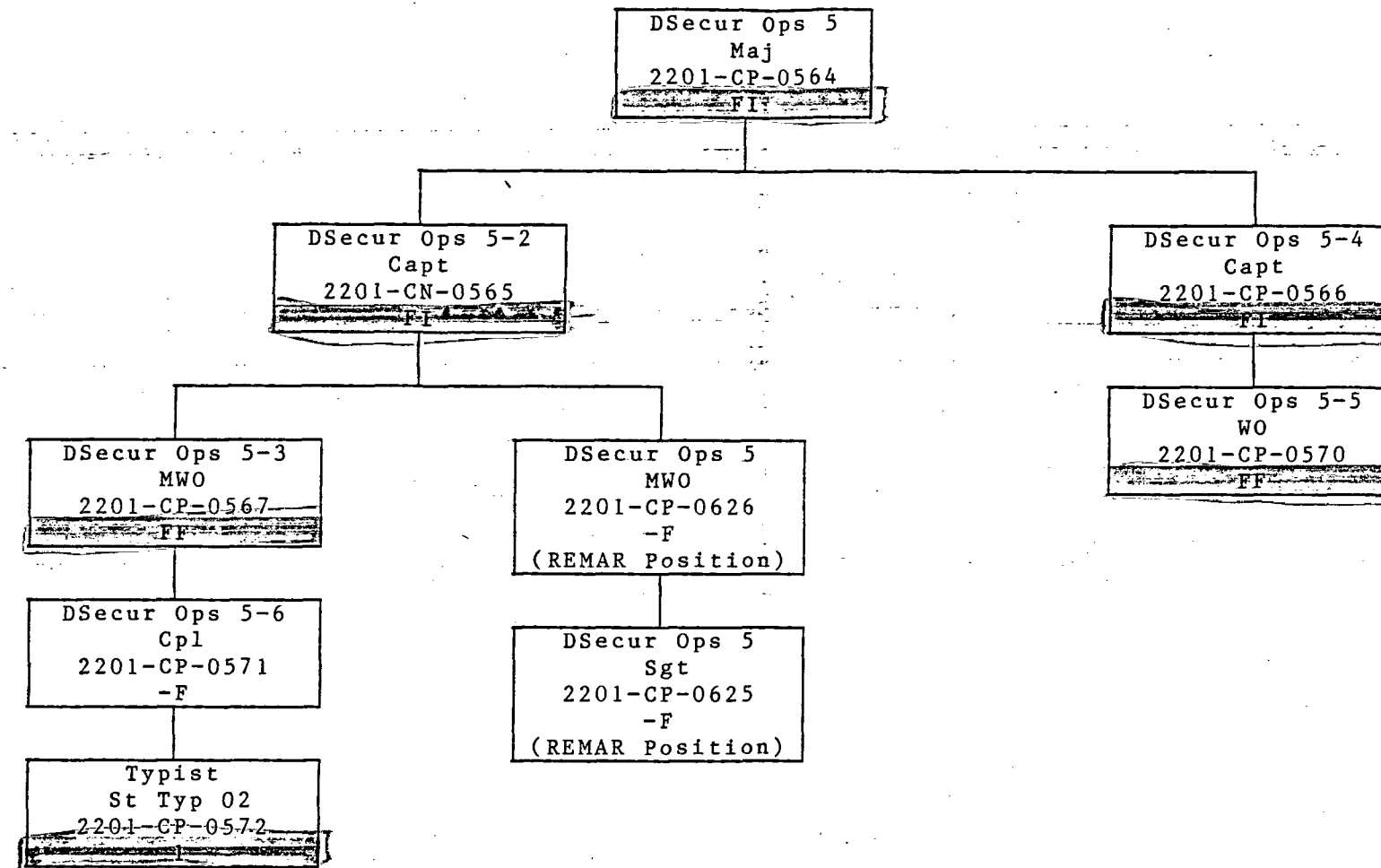
Note: colour coding as per Annex A





Note: colour coding as per Annex A

DSECUR OPS 5



Note: colour-coding as per Annex A

PA

Reopened

MEMORANDUM

-1211-CIS-

1000-CIS (DC Int)

29 Jan 88

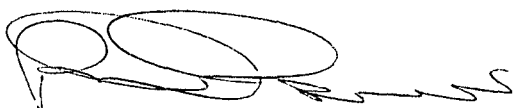
SO/DG Int

REVIEW OF LANGUAGE REQUIREMENT - DC INT

Refs: A. 1000-CIS (CIS Adm) 02 Dec 87
B. 1212-2-13 (ADM(Per))/1213-2 16 Sep 87
C. 1000-CIS (CIS Adm) 13 Jan 88

1. DC Int has conducted a preliminary review of the directorate's language requirements in preparation for the meeting scheduled for 01 Feb (Ref C). The enclosed table presents both the current and suggested language profile for each DC Int military position. You will note that the establishment shown in this table reflects the revised DC Int organization which has been proposed to DIPD as part of the Force Structure Review. Para 3 to Ref B recommended that this approach be adopted.

2. For information.



P.W.M. Wilson

Maj

A/DC Int

993-5135

Enclosure: 1

DIRECTORATE OF CURRENT INTELLIGENCE
LANGUAGE REQUIREMENT REVIEW

LINE ID	SECT SEQ	UOC UIC (ELI)	SF	PSN SEQ	POSITION TITLE	RANK	OCCUPATION	CURRENT FESW	PROPOSED FESW
0000	0240	2201	3J	NU	DIRECTOR OF CURRENT		INTELLIGENCE		OTTAWA
2670		(0079)		0010	DC INT	L Col	INT	F I	F I
2677		(0080)		0020	DC INT COORD	MWO	INT OP	F I	F I
2672		(0081)		0030	ADM NCM	MCPL	ADM CLK	- I	F I
3301	<u>Y</u>	(0084)	<u>Y</u>	0070	GRAPHICS NCM	SGT	INT OP	- F	- I

- 2 -

DIRECTORATE OF CURRENT INTELLIGENCE
LANGUAGE REQUIREMENT REVIEW

LINE ID	SECT SEQ	UOC UIC (ELI)	SF	POSN SEQ	POSITION TITLE	RANK	OCCUPATION	CURRENT FESW	PROPOSED FESW
0000	0250	2201	BK	NU	CURRENT INTELLIGENCE TWO				
2673	0250	(0085)	BK	0010	DC INT 2	MAJ	INT	- I	FI
3305	0260	(0102)	AE	0090	CHIEF COLLATOR	WO	INT OP	- I	FI
2678	0250	(0103)	BK	0060	COLLATOR	Sgt	INT OP	- I	- I
2674	0250	(0086)	BK	0020	WATCH OFFR	CAPT	INT	FI	FI
2675	0250	(0087)	BK	0030	WATCH OFFR	CAPT	INT	FI	FI
2782	0260	(0095)	AE	0020	WATCH OFFR	CAPT	INT	- I	FI
2783	0260	(0096)	AE	0030	WATCH OFFR	CAPT	INT	- I	FI
2784	0260	(0097)	AE	0040	WATCH OFFR	CAPT	INT	- I	FI
2785	0260	(0098)	AE	0050	WATCH OFFR	CAPT	INT	- I	FI
2679	0250	(0088)	BK	0070	WATCH NCM	Sgt	INT OP	- I	- I
2680	0250	(0089)	BK	0080	WATCH NCM	Sgt	INT OP	- I	- I
2681	0250	(0090)	BK	0090	WATCH NCM	Sgt	INT OP	- I	- I

- 3 -

DIRECTORATE OF CURRENT INTELLIGENCE
LANGUAGE REQUIREMENT REVIEW

LINE ID	SECT SEQ	UOC UIC (EL)	SF	PSN SEQ	POSITION TITLE	RANK	OCCUPATION	CURRENT FESW	PROPOSED FESW
2682	0250	(0091)	BK	0100	WATCH NCM	SGT	INT OP	- I	- I
2683	0250	(0092)	BK	0110	WATCH NCM	SGT	INT OP	- I	- I
3308	0260	(0093)	AE	0120	WATCH NCM	SGT	INT OP	- I	- I

- 4 -

NOTE: THE POSNS ON THIS PAGE
HAVE BEEN RECENTLY RE-ASSIGNED DIRECTORATE OF CURRENT INTELLIGENCE
BY DG INT UNDER FORCE LANGUAGE REQUIREMENT REVIEW
STRUCTURING. IMPLEMENTATION
IS NOT EXPECTED BEFORE 1992-2002

LINE ID	SECT SEQ	UOC UIC	SF	POSN SEQ	POSITION TITLE	RANK	OCCUPATION	CURRENT FESW	PROPOSED FESW
REASSIGNED FROM	DDI ACCURALS				1 & W OFFER	C/LT	INT	N/A	- I
	"				1 & W OFFER	C/LT	INT	N/A	- I
	"				1 & W OFFER	C/LT	INT	N/A	- I
REASSIGNED					1 & W OFFER	C/LT	INT	N/A	- I
FROM DIE ACCURALS					1 & W OFFER	C/LT	INT	N/A	- I
	"				1 & W OFFER	C/LT	INT	N/A	- I

MEMORANDUM

1211-CL5 PP PA
1000-CL5 (A/DG Secur)

22 Jan 88

Distribution List

USE OF OFFICIAL LANGUAGES

References: A. 1211-20 TD 800T (DGOL) 18 Jan 88
B. CFAO 2-15

1. Reference A, together with its attachments, is provided to all action addressees, not to embarrass the originators, but rather to demonstrate the point made by DGOL. In both instances an English or an English-only communication was inappropriate.
2. The following are some extracts from Reference B:
 - a. English and French are both operational languages of the CF (and the Department);
 - b. correspondence from superior elements (higher headquarters) shall be in the language(s) of work of the subordinate unit or element to which it is addressed; and
 - c. communications directed to mixed linguistic addressees, or intended for wide distribution or to be further redistributed to mixed and/or unilingual units shall be issued simultaneously in both official languages.
3. Directors are requested to review Divisional communication practices to ensure that we conform with the spirit of Government official language policies.

W. J. McCullough

W.J. McCullough
LCol
A/DG Secur
998-6978

DISTRIBUTION LIST (page 2)

.../2

- 2 -

DISTRIBUTION LIST (Cont'd)

Action

D Secur Ops
DSC
D Police Ops
DPSPR

Information

DGOL (w/o enclosures)
SO DG Secur

MEMORANDUM

1211-20 TD 8007 (DGOL)

18 Jan 88

DG Secur

s.19(1)

OFFICIAL LANGUAGES COMPLAINT

Refs: A. NDHQ PSIF [REDACTED] (DSC 2-2) 28 Sep 87 (copy enclosed)
B. NDHQ D Secur Ops 1030 111812Z Sep 87 (copy enclosed)
C. CFAO 2-15

1. It has been brought to our attention that refs A and B were published in English only contrary to ref C.

2. NDHQ PSIF [REDACTED] (DSC 2-2) 28 Sep 87. In accordance with para 26 of ref C the language of communication is determined by the language of work of the addressee except when the services provide are personal services. In this case, ref A is in contravention of CF official languages policies (ref C) in respect to both the language of communication and the personal service aspect.

3. NDHQ D Secur Ops 1030 111812Z Sep 87. This document, intended for wide distribution, should have been published simultaneously in both official languages in accordance with para 26d of ref C.

4. Your cooperation in ensuring that future written communications of this nature are published in conformity with current departmental official languages policies will be appreciated.



P.G. DesBecquets
DGOL
992-9685

Enclosures: 2



National Defence

Défense nationale

Document disclosed under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information

National Defence Headquarters
Ottawa, Canada
K1A 0K2Quartier général de la Défense nationale
Ottawa, Canada
K1A 0K2PSIF 258 902 840
(DSC 2-2)

28 September 1987

CBLO

Commanding Officer
Canadian Forces Base
Valcartier
Courcellette, Que
GOA 1R02140-1
SERVICE DE SÛRETÉ
BUREAU

OCT 1 1987

D'ADMINISTRATION
BASE "VALCARTIER"

Attention: Base Security Officer

s.19(1)

SECURITY CLEARANCE OF PERSONNEL

PTE GILBERT MCL MOC 831 CDN SVC BN

Reference: A-SJ-100-001/AS-100 Chap 6

1. For security clearance updating purposes five copies of Personnel History Forms DND 450/453 are to be completed by the subject and forwarded to this Headquarters in accordance with reference, Attention: DSC 2-2.

2. In order to facilitate access to personal information by the DND authorized investigative agency under the Privacy Act, the above named must also complete and sign five copies (originals) of Form DND 17, Consent to Disclosure of Personal Information and forward it with the DND 450/453.

3. To ensure correct completion of Form DND 450/453 reference should be made to Form DND 457/458 (Guide to Completion of Personal History Form). Incorrectly completed Personal History Forms will be returned to the originating unit and will cause a delay in granting the requested security clearance.

4. Security clearance updating will commence upon receipt of the DND 450/453 package at this Headquarters.

POSITION	DATE	INIT
CMDT	1/10/87	JS
Emerg	1/10/87	AL
CCMAINT	14/10/87	JS

J.M. Jones
Lieutenant Colonel
Director Security Clearances
for Chief of The Defence Staff

(2) Sans de c
pour votre
info et action.
Nous envoyons les
DND 453 du sujet
le plus tôt possible
L. Emery G1
Ident
5275

3 Coord. de la Base
langues officielles
Arrivée. Ceci fut
reçu et transmis le
57PM
5725
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Canada

ORIGINAL ENVOYÉ

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Adm

AAUZYUW RCISCGAPP45 2641944-UUUU--RCEVCHA.

ZNR UUUUU

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FM FMCHQ ST EUBERT

TO AIG 2633

AIG 2638

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FM NDHQ OTTAWA

TO AIG 1701//COMD//

RCCROPA/CFISHQ TRENTON//COMD//

REDAIR/CDLS LONDON UK//COMD//

RCCBLSA/CDLS WASHINGTON DC//COMD//

RCWPQHA/NRHQ YELLOWKIFE//COMD//

RCFPNUA/CANCONCYP NICOSIA//COMD//

RCCENAT/CANMILREP NATO

ZEN/NDHQ OTTAWA//GP PRINCIPALS//

BT

UNCLAS D SECUR OPS 1030

SIC YAA

SUBJ: REVISED SECURITY POLICY - IMPLEMENTATION

REF: 2100-1 (D SECUR OPS) 26 JUN 87



Diffusion: Liste E (maine pence 13 x 22)

Liste J (Adm) (maine pence 20)

SECT.	DATE	INIT.
CLB		

PI 2 RCESCGA0045 UNCLAS

1. ACTUAL IMPLEMENTATION OF NEW SECURITY POLICY SCHEDULED AT REF FOR
15 SEP 87 TO BE DEFERRED UNTIL 19 OCT 87 DUE TO UNFORESEEN DELAY IN
TRANSLATION AND FORMAL PUBLICATION OF AMENDMENT TO A-SJ-100-201/AS-000
SECURITY ORDERS FOR THE DEPARTMENT OF NATIONAL DEFENCE, CHAP 3
(CLASSIFICATION AND DESIGNATION OF SENSITIVE MATTER)

2. COMMANDERS AND GROUP PRINCIPALS SHOULD CONTINUE PREPARATORY
IMPLEMENTATION ACTIVITY AS PROVIDED AT REF. ADVICE ON IMPLEMENTATION
WILL BE ISSUED TO COCURRENT TO DISTR AMENDED CHAP 3 BY CFPD OTTAWA
BT

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