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CLOSED VOLUME VOLUME COMPLET

DATED FROM
À COMPTER DU

1 Dec 89

TO
JUSQU'AU

31 Aug 91

AFFIX TO TOP OF FILE - À METTRE SUR LE DOSSIER

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FILE NO. - DOSSIER N°

1211 - ci 8

VOLUME

34

MEMORANDUM

1211-1 (DCFAP)

PA
20 Aug 91

DGISS Adm

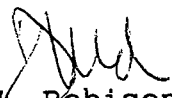
GENERAL REVIEW OF LANGUAGE REQUIREMENTS -
MILITARY AND CIVILIAN POSITIONS

Refs: A. 1211-CIS (DGISS Adm) 12 Aug 91
B. Manual for the Identification of Language
Requirements of Military and Civilian Positions

1. Attached is DCFAP's consolidated report for DCFAP and for all CFA offices. This was done with the aim of rationalizing as many as possible of the bilingual positions.

2. According to para 206 of ref B the CFA's are designated as Unspecified Language Units. This means the language of work is not determined by the OL policy. Most of the CFA posts have unique language requirements outside of the two OL's.

3. With the exception of CFA Office Paris and the CANMILREP NATO most correspondence between NDHQ and the CFA Offices is in English. However, DCFAP must on occasion prepare correspondence to francophone members of the CFA community. There is, therefore, the need to have in DCFAP a capability to prepare correspondence in both official languages.


D.M. Robison
Cdr
DCFAP
945-5139

Enclosure: 1

0000	0050	4779	AA	NU	Attache Office											Riyadh , SAUDI ARABIA
2123	0050	4779	AA	0010	Attache	Col F	M	O	3	F	F	6 B	OPS G		RF	
2124	0050	4779	AA	0020	CLK	SGT F	X	O	3	F	F	3 A	ADM CLK			
9766	0050	4779	AA	-D	NOTE OI - ELI 2123											SA CLEARANCE PRIOR TO START OF ATTACHE TRG
9767	0050	4779	AA	--2D	NOTE 02-ELI 2123, 2124											CARRIED ACCT ON STRL VOC 9937 AA E21 5937, 5938 DLT 31 JUL 92

613 - CANADIAN FORCES ATTACHE OFFICES

REGULAR AS OF
08 MAR 91

LINE ID	SECT SEQ	UOC UIC SF	POSN SEQ	TITLE OF POSITION	R E	RANK Y	T MISC CODE	S E X N	S LANG FECS	OCCUPATION	END DATE	QUALS OR CIV OPL	MOB OCCUPATION	MOB QUALS
0000	0010	0061AA	NU	ATTACHE OFFICE						WARSAW				
2-2001			0010	ATTACHE		COL		L 3	-I--	INT		RF&RR&ZX		
2-2003			0020	CLK		SGT		A 3	-I--	INT OP		MF		
9714	0010		--10	NOTE 01-ELI 2001 MAY BE CBTA										
9728	0010		--20	NOTE 02-ELI 2001,2003 TRG IN POLISH LANGUAGE UP TO LEVEL 3322										
9741	0010		--30	NOTE 03-ELI 2001 SA CLEARANCE PRIOR TO START OF ATTACHE TRG										
0000	0020	0062AA	NU	ATTACHE OFFICE						PRAGUE				
2-2007			0010	ATTACHE		COL		L 3	-I--	CBTA		RF&RR&ZN		
2-2008			0020	CLK		SGT		LA 3	-I--	INT OP		MF&5C		
9715	0020		--10	NOTE 01-ELI 2007 MAY BE INT										
9729	0020		--20	NOTE 02-ELI 2007,2008 TRG IN CZECHOSLOVAKIAN LANGUAGE UP TO LEVEL 3322										
9742	0020		--30	NOTE 03-ELI 2007 SA CLEARANCE PRIOR TO START OF ATTACHE TRG										
0000	0040	0064AA	NU	ATTACHE OFFICE						MOSCOW				
2-2015			0010	DEFENCE ATTACHE		COL		0 3	-I--	OPSG		RF&RR&ZY		
2-2016			0020	ATTACHE		LCOL		0 3	-I--	OPSG		RF&RR&ZY		
2-2017			0030	ATTACHE		LCOL		0 3	-I--	OPSG		RF&RR&ZY		
2-2094			0040	CLK		SGT		0 3	-I--	INT OP		MF&6C		
2-2096			0060	CLK		SGT		0 3	-I--	ADM CLK				
9703	0040		--10	NOTE 01-ELI 2015-2017 ONE OF EACH ENV										
9721	0040		--20	NOTE 02-ELI 2015-2017,2094,2096 TRG IN RUSSIAN LANGUAGE UP TO LEVEL 3322										
9743	0040		--40	NOTE 04-ELI 2015,2016,2017 SA CLEARANCE PRIOR TO START OF ATTACHE TRG										
0000	0060	0066AA	NU	ATTACHE OFFICE						TEL AVIV				
2-2028			0010	ATTACHE		COL		0 3	-I--	OPSG		RF&RR&ZS		
2-2029			0020	CLK		SGT		0 3	-I--	INT OP		MF&2B		
2-2112			0030	CLK		SGT		0 3	-I--	ADM CLK				
9730	0060		--10	NOTE 01-ELI 2028 THREE WEEKS HEBREW LANGUAGE TRG ON ARRIVAL										
9744	0060		--20	NOTE 02-ELI 2028 SA CLEARANCE PRIOR TO START OF ATTACHE TRG										

613 - CANADIAN FORCES ATTACHE OFFICES

REGULAR AS OF
08 MAR 91

LINE ID	SECT SEQ	UOC UIC SF	POSN SEQ	TITLE OF POSITION	R E	RANK	T MISC Y CODE	S E X N	S LANG C FECS	OCCUPATION	END DATE	QUALS OR	OSQ CIV	MOB OCCUPATION	MOB OSQ	ALS
2-- 0000	0070	0067AA	NU	ATTACHE OFFICE						ROME						
2-- 2032			0010	ATTACHE		COL		0	3 -I--	ANY		RF&ZT				
2-- 2033			0020	CLK		SGT		0	3 -I--	ADM CLK						
9710	0070		--10	NOTE 01-ELI 2032						NO F-E REQR IF ITALIAN SPEAKING						
9722	0070		--20	NOTE 02-ELI 2032,2033						TRG IN ITALIAN LANGUAGE UP TO LEVEL 3322						
9745	0070		--30	NOTE 03-ELI 2032						SA CLEARANCE PRIOR TO START OF ATTACHE TRG						
2-- 0000	0090	0069AA	NU	ATTACHE OFFICE						TOKYO						
2-- 2039			0010	ATTACHE		COL		S	3 -I--	SEAGEN		RF&ZU				
2-- 2040			0020	CLK		SGT		0	3 -I--	ADM CLK						
9723	0090		--10	NOTE 01-ELI 2039,2040						TRG IN JAPANESE LANGUAGE UP TO LEVEL 3322						
9746	0090		--20	NOTE 02-ELI 2039						SA CLEARANCE PRIOR TO START OF ATTACHE TRG						
1-- 0000	0100	0070AA	NU	ATTACHE OFFICE						PARIS						
1-- 2043			0010	CDN DEF ATTACHE		BGEN		0	3 II--	GOL		RF				
1-- 2091			0020	CFA (NAV/MIL/AIR)		LCOL		0	3 II--	OPSG		RF				
1-- 2104			0030	CFA (NAV/MIL/AIR)		LCOL		0	3 IIID	OPSG						
1-- 2045			0040	CLK		SGT		0	3 FI--	ADM CLK						
1-- 2048			0050	CLK		SGT		0	3 FI--	ADM CLK						
1-- 2101			0060	COUNSELLOR DR&D		CIV		C	3 1---	DS 05		79014-00011				
9717	0100		--10	NOTE 01-ELI 2043,2091,2104						ONE AIRG,ONE CBTA,ONE MARS BKGRD						
9735	0100		--20	NOTE 02-ELI 2091,2104						POSN TITLE ASSIGNED ON POST TO MATCH ENV BKGRD						
9747	0100		--30	NOTE 03-ELI 2043,2091						SA CLEARANCE PRIOR TO START OF ATTACHE TRG						
2-- 0000	0110	0071AA	NU	ATTACHE OFFICE						BONN						
2-- 2049			0010	ATTACHE		COL		0	3 FI--	ANY		RF&ZP				
2-- 2051			0015	ATTACHE		MAJ		0	3 FI--	OPSG		RF&ZP				
2-- 2050			0020	CLK		SGT		0	3 FI--	ADM CLK						
9725	0110		--10	NOTE 01-ELI 2049,2051,2050						TRG IN GERMAN LANGUAGE UP TO LEVEL 3322						
9748	0110		--30	NOTE 03-ELI 2049,2051						SA CLEARANCE PRIOR TO START OF ATTACHE TRG						

613 - CANADIAN FORCES ATTACHE OFFICES

REGULAR AS OF
08 MAR 91

LINE ID	SECT SEQ	UOC UIC	SF	POSN SEQ	TITLE OF POSITION	R E	RANK	T Y	MISC CODE	S X	E N	S C	LANG FECS	OCCUPATION	END DATE	QUALS OR	OSQ CIV	MOB OCCUPATION	MOB OSQ	ALS
0000	0120	0072AA		NU	ATTACHE OFFICE									THE HAGUE, NETHERLANDS						
2111				0010	ATTACHE		COL				0	3	-I--	OPSG						
2095				0020	CLK		SGT				0	3	-I--	ADM CLK						
0000	0130	0073AA		NU	ATTACHE OFFICE									OSLO						
2058				0010	ATTACHE		COL				S	3	-I--	SEAGEN			RF&ZW			
2059				0020	CLK		SGT				0	3	-I--	ADM CLK			3B			
9749	0130			--10	NOTE 01-ELI 2058 SA CLEARANCE PRIOR TO START OF ATTACHE TRG															
0000	0150	0075AA		NU	ATTACHE OFFICE									ANKARA						
2065				0010	ATTACHE		COL				L	3	FI--	CBTA			RF			
2066				0020	CLK		SGT				0	3	FF--	ADM CLK						
9727	0150			--10	NOTE 01-ELI 2065,2066 TRG IN TURKISH LANGUAGE UP TO LEVEL 3322															
9750	0150			--20	NOTE 02-ELI 2065 SA CLEARANCE PRIOR TO START OF ATTACHE TRG															
0000	0160	0076AA		NU	ATTACHE OFFICE									CAIRO						
2069				0010	ATTACHE		COL				0	3	-I--	OPSG			RF&RR			
2070				0020	CLK		SGT				0	3	-I--	ADM CLK						
9731	0160			--10	NOTE 01-ELI 2069,2070 TRG IN ARABIC LANGUAGE UP TO LEVEL 3322															
9751	0160			--20	NOTE 02-ELI 2069 SA CLEARANCE PRIOR TO START OF ATTACHE TRG															
0000	0170	0077AA		NU	ATTACHE OFFICE									BELGRADE						
2072				0010	ATTACHE		COL				L	3	-I--	CBTA			RF&RR&IZ			
2073				0020	CLK		SGT				0	3	-I--	INT OP			MF			
9718	0170			--10	NOTE 01-ELI 2072 MAY BE INT															
9732	0170			--20	NOTE 02-ELI 2072,2073 TRG IN SERBO-CROATIAN LANGUAGE UP TO LEVEL 3322															
9752	0170			--30	NOTE 03-ELI 2072 SA CLEARANCE PRIOR TO START OF ATTACHE TRG															
0000	0180	0147AA		NU	ATTACHE OFFICE									DAMASCUS, SYRIA						
2089				0010	ATTACHE		COL				0	3	II--	OPSG			RF&RR			

REGAFPA

613 - CANADIAN FORCES ATTACHE OFFICES

REGULAR AS OF
08 MAR 91

LINE ID	SECT SEQ	UOC UIC SF	POSN SEQ	TITLE OF POSITION	RANK	T MISC S E S LANG	OCCUPATION	END DATE	QUALS OR	OSQ CIV OPL	MOB OCCUPATION	MOB OSQ	LS
0000 2090	0180	0147AA	NU 0020	ATTACHE OFFICE CLK	SGT	0 3 -I--	ADM CLK						
DAMASCUS, SYRIA													
CONTINUED													
9736	0180		--10	NOTE 01-ELI 2089			MAY BE INT						
9737	0180		--20	NOTE 02-ELI 2089			TRG IN ARABIC LANGUAGE UP TO LEVEL 3322						
9753	0180		--40	NOTE 04-ELI 2089			SA CLEARANCE PRIOR TO START OF ATTACHE TRG						
0000 2083 2084	0200	0095AA	NU 0010 0020	ADVISER OFFICE - ALSO WELLINGTON NZ ADVISER CLK	COL SGT	0 3 -I-- 0 3 -I--	OPSG ADM CLK						
CANBERRA, AUSTRALIA													
9720	0200		--10	NOTE 01-ELI 2083			CBTA EXP						
9754	0200		--20	NOTE 02-ELI 2083,2084			SA CLEARANCE PRIOR TO START OF ATTACHE TRG						
0000 2085 2086	0220	0143AA	NU 0010 0020	ATTACHE OFFICE ATTACHE CLK	COL SGT	L 3 -I-- 0 3 -I--	CBTA INT OP						
BEIJING (PEKING), CHINA													
9733	0220		--10	NOTE 01-ELI 2085,2086			TRG IN MANDARIN LANGUAGE UP TO LEVEL 3322						
9755	0220		--20	NOTE 02-ELI 2085			SA CLEARANCE PRIOR TO START OF ATTACHE TRG						
0000 2105 2106	0250	0226AA	NU 0010 0020	ATTACHE OFFICE ATTACHE CLK	COL SGT	L 3 -I-- 0 3 -I--	CBTA ADM CLK						
MADRID													
9734	0250		--10	NOTE 01-ELI 2105,2106			TRG IN SPANISH LANGUAGE UP TO LEVEL 3322						
9756	0250		--20	NOTE 02-ELI 2105			SA CLEARANCE PRIOR TO START OF ATTACHE TRG						
0000 2107 2108	0260	0228AA	NU 0010 0020	ATTACHE OFFICE ATTACHE CLK	COL SGT	0 3 -I-- 0 3 -I--	OPSG ADM CLK						
HARARE ZIMBABWE													
9757	0260		--10	NOTE 01-ELI 2107			SA CLEARANCE PRIOR TO START OF ATTACHE TRG						

FECAFPA

613 - CANADIAN FORCES ATTACHE OFFICES

REGULAR AS OF
08 MAR 91

LINE ID	SECT SEQ	UOC UIC SF	POSN SEQ	TITLE OF POSITION	RANK E	T MISC Y CODE	S E X N	S C	LANG FECS	OCCUPATION	END DATE	QUALS OR	OSQ CIV	MOB OCCUPATION	OSQ	MOB QUALS
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0000	0270	0225AA	NU	ATTACHE OFFICE						SEOUL						
2109			0010	ATTACHE	COL											
2110			0020	CLK	SGT											

9758 0270 --10 NOTE 01-ELI 2109 SA CLEARANCE PRIOR TO START OF ATTACHE TRG

0000	0280	1699AA	NU	ATTACHE OFFICE						KUALA LUMPUR, MALAYSIA						
2114			0010	ATTACHE	COL											
2115			0020	CLK	SGT											

9759 0280 --10 NOTE 01-ELI 2114 SA CLEARANCE PRIOR TO START OF ATTACHE TRG

0000	0290	2447AA	NU	ATTACHE OFFICE						MEXICO CITY, MEXICO (15EY90) (1)						
2117			0010	ATTACHE	COL											
2118			0020	CLK	SGT											

0000	0300	4783	AA NU	Attache Office						Islamabad, Pakistan						
2119			AA 0010	Attache	Col F											
2120 (2)			AA 0020	Clk	Sgt F											
9762			AA --10	Note 01 - ELI 2119	SA											(ELI for 0010)
9763			AA --20	NOTE 02 - ELI 2120	CARRIED ACT ON STRL											UOC 9937 AA ELI 5926, 5927 DLT 31 JUL 92
0000	0310	4784	AA NU	Attache Office						New Delhi, India						
2121 (2)			AA 0010	Attache	Col F											
2122 (2)			AA 0020	Clk	Sgt F											
9764			AA --10	Note 01 - ELI 2121	SA											(ELI for 0010)
9765			AA --20	NOTE 02 - ELI 2122	CARRIED ACT ON STRL											UOC 9937 AA ELI 5928, 5929 DLT 31 JUL 92

REGULAR

MOB
OCCUPATION

INTELLIGENCE AND SECURITY

SECT UOC POSN TITLE OF POSITION R RANK T MISC S E S LANG OCCUPATION
SEQ UIQ SF SEQ E Y CODE X N C FECS DATE

QUALS OSO
OR CIV OPL

0000 0060 2201AF BU REPRODUCTION CENTRE

OTTAWA, ONT

CONTINUED

0041 0050 CLK R CIV N X C 3 2--- CR

01

95005-00000

0000 0070 AG BU GRAPHIC ARTS

OTTAWA, ONT

0042 0010 GRAPHIC ARTIST CIV X C 3 2--- DD

04

95005-00161

0043 0020 GRAPHIC ARTIST R CIV N X C 3 2--- DD

01

95005-00000

0000 0080 AH BU DIRECTOR CANADIAN FORCES ATTACHE PROGRAM

OTTAWA, ONT

0005 0010 DCFAP LCOL X O 3 II4D ANY

0006 0020 SECTY CIV X C 3 2--- ST SCY 01

95005-00321

0044 0030 DCFAP 2 CIV X C 3 1-3A AS 05

95005-00281

0045 0040 DCFAP 2-2(5) CIV X C 3 2--- AS 03

95005-00501

0011 0050 DCFAP 2-2-2(5) CPL X O 3 -I- ADM CLK

0046 0060 DCFAP 3-4(4) CAPT X O 3 II3A ANY

0637 0070 DCFAP 3-2 SGT X O 3 -I- ADM CLK

0000 0100 AK BU DIRECTOR FOREIGN LIAISON

OTTAWA, ONT

0052 0010 DFL LCOL X O 3 II4D ANY

PROTECTED A

MEMORANDUM

PA

1211-CIS (DG Int)

27 Aug 91

Distribution List

s.19(1)

FRENCH LANGUAGE TRAINING

[REDACTED] DG INT

1. During the past six years of working in the essentially english environment of NORAD, my capability in the French language has deteriorated. In my present position as [REDACTED] it is necessary that I be able to function in both official languages. I therefore wish to receive some training in the French language.
2. Arrangements have been made for me to take a two week intensive French course in late September to re-acquire a minimum capability to function in French. Following that I would like to participate in the Generals and Colonels program of 4-5 hours of French instruction each week to continue to improve my capability in that language.
3. It is requested that I be included in the Generals and Colonels French training program.



DISTRIBUTION LIST

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National Defence

Défense nationale

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Ottawa, Canada
K1A 0K2

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

OR/PA

1211-0 (VCDS GCOL)

26 August 1991

Distribution List

OFFICIAL LANGUAGES TRAINING
SESSION - 1991

①

Reference: 1211-17-4 DT 8272 dated 22 July 1991

In accordance with reference, returns are requested no later than 28 August 1991 to the undersigned on behalf of the VCDS. Replies may be FAXED to (613) 995-4038.

E.D. Sanford
Lieutenant Colonel
Group Coordinator Official Languages
for Vice Chief of the Defence Staff

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② NTF

*This has been cancelled
in its entirety by
LCol Sanford on 26 Aug 91.*

*P. Pellicano, Maj
27 Aug 91*



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Canada
K1A 0K2

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

1211-17-4 TD 8272 (DGOL)

22 July 1991

Distribution List

**OFFICIAL LANGUAGES TRAINING
SESSION - 1991**

Reference: NDHQ 1211-17-4
TD 8272 (ADGOL)
14 November 1990

1. This is a reminder that the training session for CCOLs/BCOLs/SCOLs/RCOLs/GCOLs will be held in Ottawa, at the Conference Centre, 2 Rideau Street from 12 to 15 November 1991. The program is enclosed at Annex A.
2. Transportation, accommodation and meals will be the responsibility of each Command of the participant.
3. Command and Group coordinators are requested to confirm their attendance and that of all coordinators under their responsibility, indicating name, surname, rank and place of work of participants by 30 August 1991.
4. In addition, a Public Service Commission course "Orientation to Official Languages", which is a requirement for new OL Coordinators, will be held 6 to 8 Nov 91 in the DFM Conference Room, NDHQ, 101 Colonel By, 2 North Tower. The tuition fees, student accommodation and per diem costs will be covered by DGOL funds. Transportation will be the responsibility of the command.

1211-17-4 DT 8272 (DGLO)

22 juillet 1991

Liste de distribution

**SESSION DE FORMATION SUR LES
LANGUES OFFICIELLES - 1991**

Référence: QGDN 1211-17-4
DT 8272 (ADGLO)
14 novembre 1990

1. La session de formation sur les langues officielles, à l'intention de tous les coordonnateurs des langues officielles des FC et du MDN se tiendra du 12 au 15 novembre 1991, au Centre de Conférences, 2, rue Rideau, Ottawa. Le programme proposé est joint en annexe A.
2. Les frais de transport, de logement et de repas relèvent du commandement du participant.
3. Les coordonnateurs de commandement et de groupe sont priés de confirmer, au plus tard le 30 août 1991, la participation des CLOs de leur organisme en indiquant les nom, prénom, grade et lieu de travail des participants.
4. En outre, le cours "Orientation aux langues officielles" de la Commission de la fonction publique, sera offert du 6 au 8 novembre 1991. Ce cours, qui est obligatoire pour tous les nouveaux coordonnateurs des LO, se donnera à la salle de conférences (DAL) QGDN, 101 Colonel By, Tour Nord. Les frais de cours, de logement et de repas seront défrayés par la DGLO. Les frais de

referred passed to	DATE	BY
EA/RCOS	23/7	JB
SC/CLAS	24/7	JB

Rec'd
26 Aug 91

The following allocation has been made:

MARCOM	2
FMC	6
AIRCOM	8
CFTS	4
CPE	1
CFCC	3
CPCD	1

5. OL coordinators are requested to provide a list of participants to DGOL by 30 August 1991. Full course loading is required.

6. It should be noted that there will not be any interpretation services provided either for the training session nor for the orientation course so that all participants must have an adequate second official language competence to participate. Handouts and course material will be available in both languages.

transport relèvent du commandement. La répartition des places par commandement/groupe est la suivante:

COMAR	2
FMC	6
C Air	8
CIFC	4
FCE	1
CCFC	3
CCDP	1

5. Les coordonnateurs sont priés de soumettre la liste des participants au plus tard le 30 août 1991. Tous les postes alloués doivent être remplis.

6. Veuillez noter qu'il n'y aura de services d'interprétation ni pour les sessions de formation ni pour le cours de la Fonction publique et en conséquence, les participants doivent avoir une connaissance suffisante de leur deuxième langue officielle. Bien entendu, la documentation du cours ainsi que les notes qui accompagnent les présentations seront dans les deux langues officielles.

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



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

Annex:

Annex A - Schedule

DISTRIBUTION LIST (page 3)

Annexe:

Annexe A - Horaire

LISTE DE DIFFUSION (page 3)

DISTRIBUTION LIST

External

MARCOMHQ/CCOL/RCOL
MOBCOMHQ/CCOL/RCOL
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CFCCHQ/CCOL
CFTSHQ/CCOL/RCOL
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CMC/OL Coord
RRMC/OL Coord
RMCC/OL Coord
CFC/OL Coord
CLFCSC/OL Coord
NDMC/OL Coord

Internal

GCOLs

✓VCDS
DCDS
NCOL
DG Exec Sec
ADM(Pol)
ADM(Mat)
ADM(Fin)
ADM(Per)/SO
ADM(Per)/CPCD/SO
ADM(Per)/CPRM OL Coord
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DCTD
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DTTC
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DOLR

LISTE DE DISTRIBUTION

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QGGRA/Coord LO
CMC/Coord LO
RRMC/Coord LO
RMCC/Coord LO
CFC/Coord LO
CCEFTC/Coord LO
CMDN/Coord LO

Interne

CGLO

VCMD
SCMD
CLO QG
DG Sec exéc
SMA(Pol)
SMA(Mat)
SMA(Fin)
SMA(Per)/OEM
SMA(Per)/CCDP/OEM
SMA(Per)/CGPPP Coord LO
DGAP
DGUE
DGRT
DFPL
DII
DFPPC
CS Ex
JAG
CST
DTTC
DLOP
DLOE

ANNEX A
TO 1211-17-4 TD 8272 (DGOL)
JUL 91

ANNEXE A
À 1211-17-4 DT 8272 (DGLO)
JUIL 91

OFFICIAL LANGUAGES
TRAINING SESSION

Public Service Commission
Course "Orientation to Official
Languages"
DFM Conference Room, NDHQ 101
Col By, 2 North Tower

SESSION DE FORMATION -
LANGUES OFFICIELLES

Cours de la Commission de la
fonction publique "Orientation
aux langues officielles"
Salle de conférence DAL, QGDN,
101 Col By, 2 Tour Nord

WEDNESDAY
6 NOV 91

0830-1700

MERCREDI
6 NOV 91

THURSDAY
7 NOV 91

0830-1700

JEUDI
7 NOV 91

FRIDAY
8 NOV 91

0830-1700

VENREDI
8 NOV 91

ANNEX A
TO 1211-17-4 TD 8272 (DGOL)
JUL 91

ANNEXE A
À 1211-17-4 DT 8272 (DGLO)
JUIL 91

TUESDAY
12 NOV 91

GCOLs/CCOLs/RCOLs/BCOLs
meetings as required at
Conference Centre

Gatineau Room and rooms 209,
217, 303, 304, 305, 405, 407
and 408

Meet and Greet (casual)
Ottawa Army Officers Mess, 149
Somerset Street West

0800-1630

1930-2100

MARDI
12 NOV 91

Rencontres -
CGLOs/CCLOs/CRLOs/CBLOs au
besoin, au Centre de
conférences
Salle Gatineau et salles 209,
217, 303, 304, 305, 405, 407 et
408

Soirée de bienvenue (tenue
décontractée)
Mess des officiers de l'armée
d'Ottawa, 149 ouest, rue
Somerset

ANNEX A
TO 1211-17-4 TD 8272 (DGOL)
JUL 91

ANNEXE A
À 1211-17-4 DT 8272 (DGLO)
JUIL 91

WEDNESDAY
13 NOV 91

MERCREDI
13 NOV 91

Bus departs (Conference Centre) 0815
to opening of French-Language
Technical Book Exhibition at de
Salaberry Armouries, Hull

Départ (du Centre de
conférences) par autobus pour
l'ouverture de l'Exposition du
livre technique de langue
française au Manège militaire
de Salaberry à Hull

Coffee 0930-1000
Salaberry Armouries

Café
Manège militaire de Salaberry

Bus departs to Conference 1000
Centre

Départ de l'autobus vers le
Centre de conférences

Administration 1030-1100
Sussex Room

Administration
Salle Sussex

Opening OL Training Session 1100-1130
Sussex Room

Ouverture de la session de
formation
Salle Sussex

Introduction - DGOL 1130-1200
Sussex Room

Introduction - DGLO
Salle Sussex

Lunch 1200-1330

Déjeuner

Keynote Speaker - Dr. S.G. 1330-1430
Bernier - D Hist
Sussex Room

Conférencier d'ouverture - Dr.
S.G. Bernier - DSH
Salle Sussex

OL overview - DOLP 1430-1515
Sussex Room

Tour d'horizon des LO - DLOP
Salle Sussex

Coffee 1515-1545
Sussex Room

Café
Salle Sussex

French-Language Technical Book 1545-1800
Exhibition

L'Exposition du livre technique
de langue française

ANNEX A
TO 1211-17-4 TD 8272 (DGOL)
JUL 91

ANNEXE A
À 1211-17-4 DT 8272 (DGLO)
JUIL 91

THURSDAY
14 NOV 91

JEUDI
14 NOV 91

Language Training and Testing - 0800-0900
DPDLT
Sussex Room

Formation linguistique et tests
de la langue - DFPL
Salle Sussex

Bilingual Manning - DGMU 0900-1000
Sussex Room

Dotation bilingue - DGUE
Salle Sussex

Coffee 1000-1030
Sussex Room

Café
Salle Sussex

Linguistic Designation of 1030-1115
Positions - DGMU
Sussex Room

Désignation linguistique des
postes - DGUE
Salle Sussex

OL Review - DOLR 1115-1200
Sussex Room

LO Examen - DLOE
Salle Sussex

Lunch 1200-1330

Déjeuner

Personnel Policies - CPRM 1330-1430
Sussex Room

Politiques du personnel - CGPPP
Salle Sussex

Complaints - DOLR 1430-1515
Sussex Room

Plaintes - DLOE
Salle Sussex

Coffee 1515-1545
Sussex Room

Café
Salle Sussex

Terminology/Translation - DTTC 1545-1645
Sussex Room

Terminologie/Traduction - DTTC
Salle Sussex

ANNEX A
TO 1211-17-4 TD 8272 (DGOL)
JUL 91

ANNEXE A
À 1211-17-4 DT 8272 (DGLO)
JUIL 91

FRIDAY
15 NOV 91

Civilian Personnel -
DOLP/DCTD/DPRPC
Sussex Room

Coffee
Sussex Room

CFAO 9-53 and ILC - DIT
Sussex Room

TBA

Lunch

Session Evaluation - DGOL and
Staff
Sussex Room

Closing (Photos) - DGOL

Coffee
Sussex Room

TBA

0800-1000

1000-1030

1030-1115

1115-1200

1200-1330

1330-1430

1430-1500

1500-1530

1530-1630

VENDREDI
15 NOV 91

Personnel civil -
DLOP/DFPPC/DRTPR
Salle Sussex

Café
Salle Sussex

OAPC 9-53 et ILC - DII
Salle Sussex

TBA

Déjeuner

Évaluation de la session - DGLO
et personnel
Salle Sussex

Clôture (Photographies) - DGLO

Café
Salle Sussex

TBA

MEMORANDUM

p.p.
1211-CIS (DSTI Coord)

16 Aug 91

SO/DG Int

GENERAL REVIEW OF LANGUAGE REQUIREMENTS -
MIL AND CIV POSITIONS

Ref: SO/DG INT 1211-CIS, dated 13 Aug 91

1. Please find the attached DSTI submission as requested in ref.
2. The majority of changes to DSTI positions reflect a change from integral to functional English requirements for all pers.
3. Due to the nature of DSTI role and its relationship to the domestic and international community it is essential that all DSTI pers have this basic language pre-requisite.
4. On the other hand this standard can accommodate almost any bilingual personnel whose second language is English to be employed in DSTI.



R.A. Lavalley
MWO
DSTI Coord
945-5075

	BW	SC	DIRECTOR SCIENTIFIC AND TECHNICAL INTELLIGENCE				OTTAWA, ONT		
000 044									
0317			0010	DSTI	CIV	C	X C 3 1-4D DS	06	95005-00881
0318			0020	SECTY	CIV		X C 3 2--- ST SCY	03	95005-00891
0319- <i>P3A</i>			0030	COORD	Q MWO	M C	X O 3 <u>FF3A</u> INT OP		TW&UV
027			0032	OP	CIV		X C 3 2--- ST OCE	03	95005-01061
029			0035	EXPORT ANALYST	CIV		X C 3 2--- DS	03	95005-01251
030			0036	EXPORT ANALYST	CIV		X C 3 2--- DS	02	95005-01261
0340			0040	COORD	R MAJ	N	X O 3 ---- PADM		
0341			0050	ADM OFFR	R C/LT	N	X O 3 ---- PADM		
0342			0060	CLK	R CIV	N	X C 3 ---- CR	03	95005-00000
0343			0070	CLK	R CIV	N	X C 3 ---- CR	03	95005-00000
0344			0080	CLK	R CIV	N	X C 3 ---- CR	02	95005-00000

850 - CHIEF INTELLIGENCE AND SECURITY

REGULAR 910719

SECT SEQ	UOC UIC	SF	POSN SEQ	TITLE OF POSITION	R E	RANK Y	T CODE	MISC X	S E N	S C	LANG FECS	OCCUPATION	END DATE	QUALS OR	OSQ CIV	OPL	MOB OCCUPATION	MOB OSQ	QUALS
006	0440	2268	BW	BU								DIRECTOR SCIENTIFIC AND TECHNICAL INTELLIGENCE	OTTAWA, ONT						CONTINUED
345				0090	CLK	R	CIV	N		X	C	3	----	CR	01				95005-00000
346				0100	CLK	R	CPL	N		X	O	3	----	ADM CLK					
				0110	MSGR	R	C-P	N		X	O	3	----	ATR					
				0120	MSGR	R	C-P	N		X	O	3	----	ATR					
				0130	SECTY	R	CIV	N		X	C	3	----	ST SCY	02				95005-00000
350				0140	STENO	R	CIV	N		X	C	3	----	ST STN	02				95005-00000
51				0150	STENO	R	CIV	N		X	C	3	----	ST STN	02				95005-00000
52				0160	TYPIST	R	CIV	N		X	C	3	----	ST TYP	02				95005-00000
53				0170	OP	R	CIV	N		X	C	3	----	ST OCE	02				95005-00000
54				0180	OP	R	CIV	N		X	C	3	----	ST OCE	02				95005-00000
55				0190	OP	R	CIV	N		X	C	3	----	ST OCE	02				95005-00000
56				0200	NSC SUPR		CIV		C	X	C	3	1-4E	AS	03				95005-00531
57				0210	NSC OPS OFFR	R	C/LT	N		X	O	3	----	ANY					
58	-F3A			0220	NSC OP		WO		C	X	O	3	-I--	INT OP					TW&UV
26				0225	OP		CIV			X	C	3	2----	ST OCE	02				95005-01031

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REGULAR 910719

SECT SEQ	UOC UIC	SF	POSN SEQ	TITLE OF POSITION	R E	RANK Y	T CODE	MISC X	S E N	S C	LANG FECS	OCCUPATION	END DATE	QUALS OR CIV	OSQ OPL	MOB OCCUPATION	MOB OSQ	QUALS
0000	0440	2268	BW	BU								DIRECTOR SCIENTIFIC AND TECHNICAL INTELLIGENCE	OTTAWA, ONT					CONTINUED
0359			0230	NSC OP	R	SGT	N		X	O	3	----	INT OP					
0360			0240	NSC CLK	R	CPL	N		X	O	3	----	ADM CLK					
0361			0250	NSC CLK	R	CPL	N		X	O	3	----	ADM CLK					
0743	-F3A		0260	NSC ADM ASST		WO			X	O	4	FI--	ADM CLK					
0000	0450		BX	BU								SCIENTIFIC AND TECHNICAL INTELLIGENCE TWO	OTTAWA, ONT					
0362			0010	DSTI 2		LCOL	C		X	O	3	FF4E	OPSG					GU&RB&XL
0363	-F4E		0020	DSTI 2-2		MAJ	C		X	S	3	-I--	MARE-MS					RB&XK
0364	-F4E		0030	DSTI 2-2-2		CAPT			X	S	3	-I--	MARE-MS					RB
0365			0040	DSTI 2-2-3	R	CAPT	N		X	S	3	----	MARE-MS					A1&A9
0366			0050	DSTI 2-2-4	R	CAPT	N		X	S	3	----	MARE-MS					A6
0367			0060	DSTI 2-2-5	R	C/LT	N		X	S	3	----	MARS					
0368			0080	DSTI 2-2-6	R	SGT	N		X	S	3	----	INT OP					
0369			0090	DSTI 2-2-7	R	CPL	N		X	S	3	----	INT OP					
0370	-F4E		0100	DSTI 2-3		MAJ	C		X	A	3	-I--	AOPS					RB&XK
0371			0110	DSTI 2-3-2	R	CAPT	N		X	A	3	----	AOPS					

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SECT SEQ	UOC UIC	SF	POSN SEQ	TITLE OF POSITION	R E	RANK E	T Y	MISC CODE	S X	E N	S C	LANG FECS	OCCUPATION	END DATE	QUALS OR	OSO CIV	OPL	MOB OCCUPATION	MOB OSQ	QUALS
000	0450	2268	BX	BU									SCIENTIFIC AND TECHNICAL INTELLIGENCE TWO	OTTAWA, ONT						CONTINUED
0372													0120 DSTI 2-3-3							
													R CAPT N							
													X A 3 ---- AOPS							
0373													0130 DSTI 2-3-4							
													R C/LT N							
													X A 3 ---- AOPS							
01													0140 DSTI 2-3-5							
													R SGT N							
													X A 3 ---- INT OP							
01													0150 DSTI 2-3-6							
													R CPL N							
													X A 3 ---- INT OP							
0375													0160 DSTI 2-4							
													MAJ C							
													X S 3 -I-- MARE-CS							RB&XK
0377													0170 DSTI 2-4-2							
													R CAPT N							
													X S 3 ---- MARE-CS							
0378													0180 DSTI 2-4-3							
													R C/LT N							
													X S 3 ---- MARE-CS							
0379													0199 DSTI 2-4-4							
													R CPL N							
													X S 3 ---- INT OP							
0380													0200 DSTI 2-5							
													MAJ C							
													X L 3 -I-- LEME							GU&RB&XK
0381													0210 DSTI 2-5-2							
													CAPT C							
													X L 3 ---- LEME							
0382													0220 DSTI 2-5-3							
													R CAPT N							
													X L 3 ---- ARMD							
0383													0230 DSTI 2-5-4							
													R C/LT N							
													X L 3 ---- ARTY							
0384													0240 DSTI 2-5-5							
													R SGT N							
													X L 3 ---- INT OP							
0385													0250 DSTI 2-5-6							
													R CPL N							
													X L 3 ---- INT OP							
0387													0270 DSTI 2-6-2							
													R CAPT N							
													X L 3 ---- MILE							

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[illegible]

END
DATE

QUALS OSQ
OR CIV OPL

MOB
OCCUPATION

MOB QUALS
OSQ

0000	0450	2268BX	BU	SCIENTIFIC AND TECHNICAL INTELLIGENCE TWO	OTTAWA, ONT	CONTINUED
0088	0280	DSTI	2-6-3	R CAPT N	X L 3 ---- INF	
0033	0290	DSTI	2-6-4	R C/LT N	X L 3 ---- INF	
0039	0300	DSTI	2-6-5	R C/LT N	X L 3 ---- LEME	
0039	0310	DSTI	2-6-6	R SGT N	X L 3 ---- INT OP	
00392	0320	DSTI	2-7	MAJ C	X L 3 ---- CELE	GU&RB
003	0330	DSTI	2-7-2	CAPT C	X L 3 ---- CELE	C4&RB&XK
004	0340	DSTI	2-7-3	R CAPT N	X L 3 ---- CELE	
00395	0350	DSTI	2-7-4	R C/LT N	X L 3 ---- CELE	
00396	0360	DSTI	2-7-5	R CPL N	X O 3 ---- INT OP	
00397	0370	DSTI	2-8	MAJ C	X A 3 <u>-I--</u> AERE	RB&XK
00398	0380	DSTI	2-8-2	R CAPT N	X A 3 ---- AERE	
00399	0390	DSTI	2-8-3	R CAPT N	X A 3 ---- AERE	
00400	0400	2-8-4		R CAPT N	X A 3 ---- AERE	
00401	0410	DSTI	2-8-5	R C/LT N	X A 3 ---- AERE	
00402	0420	DSTI	2-8-6	R CPL N	X A 3 ---- INT OP	

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JECT SEQ	UOC UIC	SF	POSN SEQ	TITLE OF POSITION	R E	RANK	T Y	MISC CODE	S X	E N	S C	LANG FECS	OCCUPATION	END DATE	QUALS OR	OSQ CIV	OPL	MOB OCCUPATION	MOB OSQ	QUALS
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100 0450 2268BX BU SCIENTIFIC AND TECHNICAL INTELLIGENCE TWO OTTAWA, ONT CONTINUED

0403			0430	DSTI 2-9	R	MAJ	N		X	A	3	----	AERE					RB&XK		
0404			0440	DSTI 2-9-2		CAPT		C	X	A	3	<u>-I--</u>	AERE					RB&XK		
0405			0450	DSTI 2-9-3	R	CAPT	N		X	A	3	----	AERE							
0406			0460	DSTI 2-9-4	R	CAPT	N		X	A	3	----	ANAV							
0407			0470	DSTI 2-9-5	R	C/LT	N		X	A	3	----	PLT							
0408			0480	DSTI 2-9-6	R	CPL	N		X	A	3	----	INT OP							
0409			0490	DSTI 2-10	R	MAJ	N		X	A	3	----	AERE					RB&XK		
0410			0500	DSTI 2-10-2		CAPT		C	X	A	3	<u>-I--</u>	AERE					A7&RB&XK		
0411			0510	DSTI 2-10-3		CAPT		C	X	A	3	<u>-I--</u>	AERE							
0412			0520	DSTI 2-10-4	R	C/LT	N		X	A	3	----	AERE							
0413			0530	DSTI 2-10-5	R	CPL	N		X	A	3	----	INT OP							
0414			0540	DSTI 2-11		MAJ		C	X	A	3	<u>-I--</u>	AERE					RB&XK		
0415			0550	DSTI 2-11-2	R	CAPT	N		X	A	3	----	AERE							
0416			0560	DSTI 2-11-3	R	C/LT	N		X	A	3	----	CELE							
0417			0570	DSTI 2-11-4	R	CPL	N		X	A	3	----	INT OP							

850 - CHIEF INTELLIGENCE AND SECURITY

REGULAR

910719

DO	SECT SEQ	UOC UIC	SF	POSN SEQ	TITLE OF POSITION	R E	RANK	T Y	MISC CODE	S X	E N	S C	LANG FECS	OCCUPATION	END DATE	QUALS OR	OSO CIV	OPL	MOB OCCUPATION	MOB OSQ	QUALS
0000	0450	2268	BX	BU	SCIENTIFIC AND TECHNICAL INTELLIGENCE TWO									OTTAWA, ONT							CONTINUED
0418	-F4E				0580 DSTI 2-12	R	CAPT	N		X	O	3	----	CELE							A2
0419					0590 DSTI 2-12-2	R	CAPT	N		X	O	3	----	CELE							A2
0420					0600 DSTI 2-12-3	R	C/LT	N		X	O	3	----	OPSG							
0421					0610 DSTI 2-12-4	R	WO	N		X	O	3	----	NETECH S							
0422					0620 DSTI 2-12-5	R	SGT	N		X	O	3	----	NETECH T							
0423					0630 DSTI 2-13		WO		C	X	L	3	-I--	INT OP							TW&UV
0424					0640 DSTI 2-13-2		SGT			X	A	3	-I--	INT OP							TW&UV
0425	V				0650 DSTI 2-13-3	R	SGT	N		X	S	3	-I--	INT OP							TW&UV
0426	2---				0660 SECTY	R	CIV	N		X	C	3	----	ST SCY 02							95005-00000
0427	-F4E				0665 DSTI 2-13-4		SGT		C	X	O	3	-I--	INT OP							
0428					0670 DSTI 2-14		CAPT		C	X	L	3	-I--	ENGG							GU&RB
0429					0680 DSTI 2-14-2	R	CAPT	N		X	O	3	----	MAO-BIO							
0430					0690 DSTI 2-14-3	R	C/LT	N		X	L	3	----	CBTA							
0431	2---				0700 DSTI 2-14-4	R	CIV	N		X	C	3	----	DS 02							95005-00000
0432	2---				0710 DSTI 2-14-5	R	CIV	N		X	C	3	----	DS 02							95005-00000

850 - CHIEF INTELLIGENCE AND SECURITY

REGULAR

910719

SECT SEQ	UOC UIC	POSN SF	TITLE OF POSITION	R E	RANK Y	T. MISC CODE	S X	E N	S. LANG C	OCCUPATION FECS	END DATE	QUALS OSQ OR CIV OPL	MOB OCCUPATION	MOB OSQ	QUALS		
0000	0450	2268BX	BU							SCIENTIFIC AND TECHNICAL INTELLIGENCE TWO	OTTAWA, ONT				CONTINUED		
9009	0450									--10 NOTE 01-ELI 0380 AFV/ARTY DESIGN OR MAINT EXP							
9009	0450									--30 NOTE 03-ELI 0388 BENG DEGREE OR EQUIV IN CHEM ENG/CHEM PLUS EXP WITH FD FORCES							
9009	0450									--31 CBTA ACCEPTABLE WITH OSQ AB AND APPROPRIATE DEGREE							
9009	0450									--70 NOTE 07-ELI 0381 BENG DEGREE OR EQUIV IN MECH ENG							
9013	0450									--95 NOTE 13-ELI 0411 BENG OR BSC DEGREE OR EQUIV MARITIME BACKGROUND ESSENTIAL							
0000	0460	BY	BU							SCIENTIFIC AND TECHNICAL INTELLIGENCE THREE	OTTAWA, ONT						
0433										0010 DSTI 3	CIV	C	X	C	3 1-4E DS	05	95005-01001
0434										0020 DSTI 3-2	CIV	C	X	C	3 2--- DS	03	95005-01011
0435										0030 DSTI 3-2-2	R CIV	N	X	C	3 ---- DS	04	95005-00000
0436										0040 DSTI 3-2-3	R CIV	N	X	C	3 ---- DS	03	95005-00000
0437										0050 DSTI 3-2-4	R CIV	N	X	C	3 ---- DS	03	95005-00000
0438										0060 DSTI 3-2-5	R CIV	N	X	C	3 ---- DS	02	95005-00000
0439										0070 DSTI 3-3	CIV	C	X	C	3 2--- DS	04	95005-01131
0440										0080 DSTI 3-3-2	R CIV	N	X	C	3 ---- DS	02	95005-00000
0441										0090 DSTI 3-4	CIV	C	X	C	3 2--- DS	03	95005-00931

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REGULAR 910719

SECT SEQ	UOC UIC	SF	POSN SEQ	TITLE OF POSITION	R E	RANK	T Y	MISC CODE	S X	E N	S C	LANG FECS	OCCUPATION	END DATE	QUALS OR	OSQ CIV	OPL	MOB OCCUPATION	MOB OSQ	QUALS
0200	0460	2268	BY BU	SCIENTIFIC AND TECHNICAL INTELLIGENCE THREE									OTTAWA, ONT							CONTINUED
0442			0100	DSTI 3-4-2	R	CIV	N		X	C	3	----	DS 04		95005-00000					
0443			0110	DSTI 3-4-3	R	CIV	N		X	C	3	----	DS 03		95005-00000					
0444			0120	DSTI 3-4-4	R	C/LT	N		X	O	3	----	ENGG							
0445			0130	DSTI 3-4-5	R	SGT	N		X	O	3	----	COMM RSCH		TW&UV					
0446			0140	DSTI 3-5		CIV	C		X	C	3	2----	DS 04		95005-00901					
0447			0150	DSTI 3-5-2	R	CIV	N		X	C	3	----	DS 03		95005-00000					
0448			0160	DSTI 3-5-3	R	CIV	N		X	C	3	----	DS 03		95005-00000					
0449			0170	DSTI 3-5-4	R	CIV	N		X	C	3	----	EL 05		95005-00000					
0450			0180	DSTI 3-5-5	R	CIV	N		X	C	3	----	EL 05		95005-00000					
0451			0190	DSTI 3-5-6	R	CAPT	N		X	O	3	----	CELE							
0452			0200	DSTI 3-5-7	R	CAPT	N		X	S	3	----	MARE-CS							
0453			0210	DSTI 3-5-8	R	SGT	N		X	O	3	----	COMM RSCH							
0454			0220	DSTI 3-6	R	CIV	N		X	C	3	----	DS 04		95005-00000					
0455			0230	DSTI 3-6-2	R	CIV	N		X	C	3	----	DS 03		95005-00000					
0456			0240	DSTI 3-7	Z	MAJ	E		X	O	3	FF6B	MAO-HCA							

850 - CHIEF INTELLIGENCE AND SECURITY

REGULAR

910719

SECT SEQ	UOC UIC	POSN SF	TITLE OF POSITION SEQ	R E	RANK	T Y	MISC CODE	S X	E N	S C	LANG FECS	OCCUPATION	END DATE	QUALS OR	OSQ CIV	OPL	MOB OCCUPATION	MOB OSQ	QUALS
0000	0460	2268	BY BU		SCIENTIFIC AND TECHNICAL INTELLIGENCE THREE							OTTAWA, ONT							CONTINUED
0457			0250		DSTI 3-7-2		R	CAPT	N		X	O	3	----		MED			
0458			0260		DSTI 3-7-3		R	C/LT	N		X	O	3	----		MAO-PMED			
			0270		DSTI 3-8		R	SGT	N		X	O	3	----		INT OP			TW&UV
0460			--20		NOTE 02-ELI 0456 DUTIES PERFORMED BY ADM(PER)/SURG GEN UOC 2298 CZ ELI 4934														
0000	0470		BZ BU		SPACE AND TELEMETRY ANALYSIS							OTTAWA, ONT							
0460	1-4E		0010		DSTI 5		CIV		C		X	C	3	2----		DS	05		95005-00941
0461			0020		DSTI 5-2		CIV		C		X	C	3	2----		DS	04		95005-00951
0462			0030		DSTI 5-3		CIV		C		X	C	3	2----		DS	03		95005-00981
0463	-F4E		0040		DSTI 5-4		SGT		C		X	O	3	-I--		COMM RSCH			11&TW&UV
0306			0050		DSTI 5-5		CIV				X	C	3	2----		DS	04		95005-00911
0464			0055		DSTI 5-5-2		R	CIV	N		X	C	3	----		DS	03		95005-00000
0465			0060		DSTI 5-6		R	CIV	N		X	C	3	----		DS	02		95005-00000
0466			0070		DSTI 5-7		R	CIV	N		X	C	3	----		DS	02		95005-00000
0467	2---		0080		DSTI 5-8		CIV		C		X	C	3	1-4E		DS	04		95005-00971
0468			0090		DSTI 5-8-2		R	CIV	N		X	C	3	----		DS	04		95005-00000

850 - CHIEF INTELLIGENCE AND SECURITY

REGULAR

910719

SECT SEQ	UOC UIC	SF	POSN SEQ	TITLE OF POSITION	R E	RANK	T Y	MISC CODE	S X	E N	S C	LANG FECS	OCCUPATION	END DATE	QUALS OR CIV	OSQ OPL	MOB OCCUPATION	MOB OSQ	QUALS
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0000	0470	2268BZ	BU	SPACE AND TELEMETRY ANALYSIS									OTTAWA, ONT						CONTINUED
0469			0100	DSTI 5-8-3	R	CIV	N		X	C	3	----	DS	03		95005-00000			
0470			0110	DSTI 5-8-4	R	CIV	N		X	C	3	----	DS	03		95005-00000			
04			0120	DSTI 5-8-5	R	CIV	N		X	C	3	----	DS	02		95005-00000			
0472			0130	DSTI 5-8-6	R	CIV	N		X	C	3	----	DS	02		95005-00000			
0473			0140	DSTI 5-8-7	R	CIV	N		X	C	3	----	DS	02		95005-00000			
0474	-F4E		0150	DSTI 5-8-8		SGT		C	X	O	3	----	COMM RSCH			TW			
0475			0160	DSTI 5-8-9	R	SGT	N		X	O	3	----	COMM RSCH						
0476			0170	DSTI 5-9	R	SGT	N		X	O	3	----	COMM RSCH			TW			

MEMORANDUM

PA
1211-CIS (SO DG Int)
13
Aug 91

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AOUT

Distribution List

GENERAL REVIEW OF LANGUAGE REQUIREMENTS -
MILITARY AND CIVILIAN POSITIONS

Ref: 1211-CIS (DGISS Adm) 12 Aug 91(enclosed)

1. SO/DG Int is the DG Int coordinator for this review. The ref requires that a DG Int consolidated report be forwarded to DGISS Adm prior to 6 Sep 91. DG Int directorates are requested to submit their individual reports to SO/DG Int by 30 Aug 91 for consolidation.
2. Your help in this endeavour is appreciated.



D.C. Jantzi
LT(N)
SO/DG Int
945-5122

Enclosures: 1

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1211-CIS (DGISS Adm)

12 Aug 91

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GENERAL REVIEW OF LANGUAGE REQUIREMENTS -
MILITARY AND CIVILIAN POSITIONS

Refs: A. 1211-1 (ADM(Per)) 19 Mar 91
B. CANFORGEN 040/91 ADM(Per) 049 171405Z Jun 91
C. 1211-1 (VCDS) 9 Jul 91
D. DGOL Briefing of 25 Jul 91

1. IAW the references, the subject review must be conducted.
2. A-PD-100-001/AG-000 Manual for the Identification of Language Requirements of Military and Civilian Positions is an excellent guide that will greatly facilitate the task at hand. Also, the following OPIS may clarify any inquiry that you may have:
 - a. Maj Girard, DGOL, 995-1668; and
 - b. Maj Allard, Project OPI (SO/OL CRPM), 995-8637
3. To ensure the timely and coordinated submission of the CIS Branch report to LCol Sanford, VCDS Group COL, I would ask that your consolidated Division reports (DG Int and DG Secur) and individual Directorate reports (DISA, DFL and DCFAP) be submitted to me before 6 Sep 91.
4. For SO/CIS, your four positions will be incorporated in the overall DGISS report to be staffed by Mrs. Mainville, Supvr CR.

P. Pellicano
P. Pellicano
Maj
DGISS Adm
945-5140

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<u>Action</u>	<u>Information</u>
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SO/DG Secur	

MEMORANDUM

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12 Aug 91

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GENERAL REVIEW OF LANGUAGE
REQUIREMENTS OF MILITARY AND
CIVILIAN POSITIONS-REGULAR AND
RESERVE FORCE ESTABLISHMENTS

Refs: A. NDHQ Instruction ADM (PER) 2/91
B. A-PD-100-001/AG-000 Manual for the Identification
of Language of Military and Civilian Positions

1. IAW ref A, Directors are to forward their completed responses to reach the Divisional Coordinator, Lt Gould, NLT 23 AUG 91.

2. IAW ref B, each response will include the following:

a. a copy of the directorate AER with changes to the languages requirements of each position marked in red ink on the right hand side of the column "LINE ID" next to the position number. Unilingual positions(English/French essential) already identified on the AER shall not be ink amended on the AER unless their designations are changing from English to French essential or vice versa or English/French essential to bilingual,


b. a line diagram of each directorate showing position title, line ID number and language designation:

IE : D Secur Ops 3
0647
F-KS ,

c. an Official Language Input Form (OLIF) for each civilian position requiring an update or a change to its language requirements based on the functions to be performed by the incumbent of the position, these requirements must match the information found in the Postion Analysis Schedule (PAS),

d. War establishment positions identified on the AER as "R" require language identification, and

- e. a supporting memorandum, with ample justification for all changes to the AER.
3. On approval of the Linguistic recommendations for each position, changes to Military Positions will require ECP action.
4. You may direct any questions pertaining to subj to my Divisional Coordinator.


A.R. Wells
Col
DG Secur
945-7275

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Action

D Secur Ops
D Police Ops
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VCDS GOL

MEMORANDUM

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1211-CIS (DGISS Adm)

12 Aug 91

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GENERAL REVIEW OF LANGUAGE REQUIREMENTS -
MILITARY AND CIVILIAN POSITIONS

Refs: A. 1211-1 (ADM(Per)) 19 Mar 91
B. CANFORGEN 040/91 ADM(Per) 049 171405Z Jun 91
C. 1211-1 (VCDS) 9 Jul 91
D. DGOL Briefing of 25 Jul 91

1. IAW the references, the subject review must be conducted.

2. A-PD-100-001/AG-000 Manual for the Identification of Language Requirements of Military and Civilian Positions is an excellent guide that will greatly facilitate the task at hand. Also, the following OPIs may clarify any inquiry that you may have:

- a. Maj Girard, DGOL, 995-1668; and
- b. Maj Allard, Project OPI (SO/OL CRPM), 995-8637

3. To ensure the timely and coordinated submission of the CIS Branch report to LCol Sanford, VCDS Group COL, I would ask that your consolidated Division reports (DG Int and DG Secur) and individual Directorate reports (DISA, DFL and DCFAP) be submitted to me before 6 Sep 91.

4. For SO/CIS, your four positions will be incorporated in the overall DGISS report to be staffed by Mrs. Mainville, Supvr CR.

P. Pellicano
P. Pellicano
Maj
DGISS Adm
945-5140

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MEMORANDUM

(1211-CIS) (DGISS Adm)

9 Aug 91

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GENERAL REVIEW OF LANGUAGE REQUIREMENTS -
MILITARY AND CIVILIAN POSITIONS

Refs: A. 1211-1 (ADM(Per)) 19 Mar 91
B. CANFORGEN 040/91 ADM(Per) 049 171405Z Jun 91
C. 1211-1 (VCDS) 9 Jul 91
D. DGOL Briefing of 25 Jul 91
E. Our conversation of 26 Jul 91

1. As discussed during reference E, we are required to conduct the subject review. Furthermore, we agreed that your Supvr CR, Mrs. Mainville, will be responsible to complete this review for all positions of DGISS, DGISS Adm, DGISS Adm 2, DGISS Adm 3, and CC CIS. The new DGISS Adm Organization Chart of 8 Aug 91 may be used for this purpose. Positions at the first level of the hierarchy, not shown on this chart, will have to be reviewed also.

2. To assist her, Mrs. Mainville may consult references A to C. Also, the enclosed A-PD-100-001/AG-000 Manual for the Identification of Language Requirements of Military and Civilian Positions is provided to her. This Manual is an excellent guide that will greatly facilitate the task at hand. Finally, the following OPIs may clarify any inquiry that Mrs. Mainville may have:

- a. Maj Girard, DGOL, 995-1668; and
- b. Maj Allard, Project OPI (SO/OL CRPM), 995-8637.

3. The target date for completion of this project is 6 Sep 91. Our report will then be submitted to LCol Sanford, VCDS Group COL.

P. Pellicano

P. Pellicano
Maj
DGISS Adm
945-5140

Enclosure: 1

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DGISS Adm 2	DGISS DGISS Adm 3 CC CIS

MEMORANDUM

1211-CIS (DGISS)

25 Jul 91

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IDENTIFICATION OF LINGUISTIC REQUIREMENTS-
MILITARY AND CIVILIAN POSITIONS

Reference: 1211-CIS (SO/DG Secur) 19 Jul 91

1. The following persons will attend the briefing on the subject matter on 25 Jul 91:

- a. LCol Lavigne, DFL; and
- b. Maj Pellicano, DGISS Adm.



P.S. Hargreaves
Col
DGISS
945-5128

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1211-CIS (SO/DG Secur)

19 Jul 91

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BRIEFING ON IDENTIFICATION
OF LINGUISTIC REQUIREMENTS
OF MILITARY AND CIVILIAN POSITIONS

References: A. CIS Staff Meeting 17 Jul 91
B. Telecon Maj Girard DGOL/Lt Gould SO DG Secur
19 Jul 91

1. At Ref A, Capt Begbie DPSPR 2-2 briefed us on the background and requirements which would enable this Branch to implement the changes required with the least disruption to existing positions.

2. At Ref B, it was further learned that an existing briefing is available to assist personnel in the identification of requirements and completion of this review. Subject briefing is to be held 25 Jul, 1300 hrs in Conference Rm D.

3. Action addressees are to ensure that personnel within their Divisions who are responsible for examination of positions for linguistic requirements attend this briefing. The number of personnel attending this briefing, is to be forwarded to the OPI, Lt Gould, SO DG Secur 945-7273, NLT 0800 hrs 24 Jul 91.


J.C. Slade
RAdm
CIS
945-5125

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MEMORANDUM

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17 Jul 91

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OFFICIAL LANGUAGES -
CANADIAN FORCES

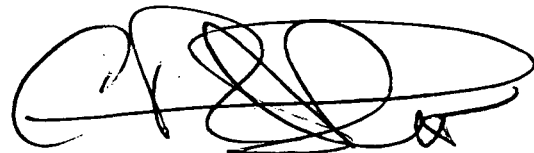
References: A. 1211-1 (VCDS) 6 Feb 1991 VCDS Official
Languages Sectoral Plan
B. NDHQ Instruction Adm Per 2/91
C. SAMP MB 10 Jul 91

1. As discussed at Ref C, there will be a meeting of
directorates Coordinators of Official Languages (COL) 23 Jul
91, 0900 hrs in Maj Entwistle's office 15ST.

2. All COL are to read Refs A and B and be prepared
to discuss their application in the development of the
Security Division Sectoral Plan.

3. It is suggested that, to ensure strong support for
the Sectoral Plan Implementation, personnel chosen for this
secondary duty have the necessary enthusiasm required to meet
all the requirements.

4. If primary candidates are not available for this
meeting please send an alternate. If further information is
required contact the undersigned.



C.R. Gould
Lt
SO/DG Secur
945-7273

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D Police Ops
DPSPR
DSC

MEMO



D SECUR OPS 2



PR

To: EA/VCDS

1. In mid-March an NDHQ Instruction ADM Per 2/91 was forwarded to all Group Principals. The Instruction informed addressees that a general review of language requirements for all positions was, once again, required. The Instruction further indicated that a revised Manual for the Identification of Language Requirements had been sent to all units.

2. Though the revised manual instructed all DND/CF units to begin anew a general review of language requirements, I believe a letter from VCDS to all his units would help "kick start" the process. A letter for VCDS signature is submitted for consideration.

3. As you probably know, I am posted; the new VCDS GCOL is now LCol E.D. Sanford, 998-0279. I am here only until 12 Jul 91.

945-4269

P.M. Samson

LCol

VCDS/GCOL

945-5253

4 Jul 91
NDHQ - CTS // VCDS // SEC
QGDN - CND // VCED // SEC
General Office
Bureau d'administration

referred passed on	DATE	by signature
EA/VCDS	4/7	JB
VCDS/GCOL	5-7	JB
VCDS/GCOL	10/7	JB

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1211-CB

2A



Vice Chief of the Defence Staff

Vice-chef d'état-major de la Défense

1211-1 (VCDS)

1211-1 (VCEMD)

9 July 1991

le 9 juillet 1991

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GENERAL REVIEW OF LANGUAGE
REQUIREMENTS OF MILITARY AND
CIVILIAN POSITIONS--REGULAR AND
RESERVE FORCE ESTABLISHMENT

EXAMEN GÉNÉRAL DES EXIGENCES
LINGUISTIQUES DES POSTES
MILITAIRES ET CIVILS--EFFECTIFS
DE LA FORCE RÉGULIÈRE ET DE LA
RÉSERVE

References:

Références:

A. NDHQ Instruction ADM (Per)
2/91 (enclosed)

A. Instruction du QGDN SMA
(Per) 2/91 (pièces jointes)

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

B. A-PD-100-001/AG-000
Manuel sur l'identification
des exigences linguistiques
des postes militaires et
civils

1. In accordance with the Department of National Defence and the Canadian Forces Official Language (OL) model, the language requirements of each position in each unit must be identified. A review of the linguistic designation of positions, conducted in 1987, revealed a number of problems including an excessive number of bilingual positions and the incorrect or questionable linguistic designation of positions.

1. Conformément au modèle des langues officielles (LO) du ministère de la Défense nationale et des Forces canadiennes, les exigences linguistiques de tous les postes de chaque unité doivent être déterminées. Un examen de la désignation linguistique des postes effectué en 1987 a révélé un certain nombre de problèmes, dont le nombre excessif de postes bilingues et la désignation linguistique incorrecte ou douteuse de certains postes.

Reference A establishes the procedures for the 1991 review of language requirements of military and civilian positions. The milestones for this review are:

a. May-August 1991--VCDS
branches, divisions,
directorates and
controlled units must

(1) complete the
linguistic
designation of all
new military and
civilian positions;

(2) review and
redesignate existing
positions in
response to changes
to the regulations,
to the mandate of
the work unit or to
the duties of
positions; and

(3) prepare the required
documentation and
forward to VCDS
Group Coordinator
Official Languages
(VCDS GCOL).

b. September-October 1991--
Validation of the
Automated Establishment
Records (AER) by the VCDS
GCOL and submission to
NDHQ/DGMU.

2. Dans le document cité à la référence A, sont énoncées les procédures ayant trait à l'examen des exigences linguistiques des postes militaires et civils qui sera effectué en 1991. Les jalons de l'examen sont les suivants:

a. Mai-août 1991-- Les
services, les divisions,
les directions et les
unités contrôlées du
groupe du VCEMD devront

(1) procéder à la
désignation
linguistique de tous
les nouveaux postes
militaires et
civils;

(2) revoir et redésigner
les postes actuels
en fonction des
modifications
apportées aux
règlements, au
mandat de l'unité de
travail ou aux
fonctions des
postes; et

(3) produire les
d o c u m e n t s
nécessaires et les
e n v o y e r au
coordonnateur des
langues officielles
du groupe du VCEMD
(CLOG VCEMD).

b. Septembre-octobre 1991--
Validation par le CLOG
VCEMD, et présentation au
DGUE/QGDN, des registres
automatisés des effectifs
(RAE).

3. Reference B has been distributed to all DND/CF units to assist supervisors and managers in the identification of the language requirements of positions.

4. If more information is required, do not hesitate to contact the VCDS GCOL Lieutenant Colonel E.D. Sanford at 998-0279.

3. Le document cité à la référence B contient tous les renseignements nécessaires pour la désignation linguistique des postes. Il a été distribué à toutes les unités des FC et du MDN.

4. Si vous désirez obtenir de plus amples renseignements à ce sujet, veuillez vous adresser au CLOG VCEMD, le lieutenant-colonel E.D. Sanford au 998-0279.

Vice-chef d'état-major de la Défense par interim
Le lieutenant-général J.A. Fox



J.A. Fox
Lieutenant-General
Acting Vice Chief of the Defence Staff

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CDPMFC/Commandant
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DG Rens	Adjoint
DG Sécur	Exécutif/
DGSRS	VCEMD
DGSN	
DSV	
DSG	
DCPI	
Sec CCSAD	



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Canada
K1A 0K2

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

1211-1 (ADM(Per))

1211-1 (SMA(Per))

19 March 1991

le 19 mars 1991

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NDHQ INSTRUCTION ADM(PER) 2/91

INSTRUCTION DU QGDN SMA(PER) 2 /91

GENERAL REVIEW OF LANGUAGE
REQUIREMENTS OF MILITARY AND
CIVILIAN POSITIONS - REGULAR AND
RESERVE FORCE ESTABLISHMENTS

REVUE GÉNÉRALE DES EXIGENCES
LINGUISTIQUES DES POSTES MILITAIRES
ET CIVILS - EFFECTIFS DES FORCES
RÉGULIÈRES ET DE RÉSERVE

- References:
- A. 1211-1 (ADM(Per))
25 Jun 1990
 - B. A-AD-102-001/
AG-000 Dec 89
Official Languages
in DND and the CF
(Policy and Plan)
 - C. A-PD-100-001/
AG-000 Manual for
the Identification
of Language
Requirements of
Military and
Civilian Positions
 - D. NDHQ Instruction
DCDS 4/90 Language
Designation of
Units.

- Références:
- A. 1211-1 (SMA(Per))
du 25 juin 1990
 - B. A-AD-102-001/
AG-000 décembre
1989 Les langues
officielles dans
le MDN et les FC
(politique et
plan)
 - C. A-PD-100-001/
AG-000 Manuel sur
l'identification
des exigences
linguistiques des
postes militaires
et civils.
 - D. Instruction du
QGDN SCEMD 4/90
Désignation
linguistique des
Unités.

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GENERAL

1. This document establishes the procedures for the general review of language requirements of military and civilian positions and complements the NDHQ Instruction ADM(Per) 3/90 published under ref A.

2. The Total Force concept requires that Regular and Reserve Force establishments be eventually integrated. To this end, the linguistic requirements of Reserve Units must be evaluated under the same policies as the Regular Force Units and their establishment reviewed as directed in this order. However, it is recognized that the Study Group on the Second Language Training Requirements of the Reserve Force has not yet completed its report. Therefore, Reserve Units will be granted a further extension to complete the review with a date to be determined in the near future.

BACKGROUND

3. The 1988 Official Languages Act (OLA), which replaced the 1969 Act, is much more specific than its predecessor. It sets out the powers, duties and functions of federal institutions with respect to the official languages of Canada and gives the Commissioner of Official Languages more power to exercise his authority in ensuring recognition of the status of each

GÉNÉRALITÉS

1. Ce document établit les procédures pour la revue générale des exigences linguistiques des postes militaires et civils et complète l'instruction du QCDN SMA(Per) publiée à la référence A.

2. Le concept de la Force totale implique que la Force régulière et la Force de réserve soient éventuellement intégrées. A cet effet, les exigences linguistiques des unités de la Réserve doivent être évaluées en tenant compte des mêmes politiques que le fait la Force régulière et leurs effectifs révisés tel qu'indiqué dans cette instruction. Cependant, le groupe d'étude sur les besoins de formation linguistique de la Réserve n'ayant pas encore complété son rapport, les unités de la Réserve se verront octroyer une extension afin de compléter la révision de leurs effectifs. Une date sera communiquée dans un avenir rapproché.

ÉTAT DE LA QUESTION

3. La Loi sur les langues officielles de 1988 (LLO), qui a remplacé celle de 1969, est beaucoup plus spécifique. Elle établit les pouvoirs, les devoirs et les fonctions des institutions fédérales en ce qui a trait aux langues officielles et donne au Commissaire aux langues officielles un pouvoir accru lorsque vient pour lui le moment d'assurer la

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of the official languages and the compliance with the spirit and intent of this Act.

4. These factors prompted a reassessment of the requirements in light of the new legislation. The recent promulgation of "Official Languages in DND and the CF (Policy and Plan)", (Ref B), calls for substantive policy changes in areas such as bilingual resources required to meet short and long term goals. The legal provision on Language of Work in the new OLA demands a better distribution of the linguistic designation of the military and civilian positions: i.e. English Essential, French Essential, Bilingual and Either/Or.

5. Consequently, the Manual for the Identification of Language Requirements of Military and Civilian positions has been rewritten to reflect the changes brought in by the aforementioned documents.

6. The validation of the Automated Establishment Record (AER) submitted by the Commands following the 1987 review, revealed serious systemic problems including the excessive number of bilingual positions, the incorrect or questionable linguistic designation of positions and/or the level of their linguistic profile. Therefore, the criteria established to identify the bilingual requirements of positions have been

reconnaissance du statut de chacune des langues officielles et le respect de l'esprit et de l'intention de cette Loi.

4. Ces nouveaux facteurs nous ont amenés à ré-évaluer nos besoins à la lumière de la nouvelle loi. La promulgation récente du document "Les langues officielles au MDN et dans les FC (politiques et plan)", (référence B), nous oblige à apporter des modifications importantes à certaines politiques ayant trait aux ressources bilingues requises afin d'atteindre nos objectifs à court et à long terme. Les provisions légales que la nouvelle Loi sur les langues officielles place sur la langue de travail exigent une meilleure distribution de la désignation linguistique des postes civils et militaires: i.e. anglais essentiel, français essentiel, bilingue et l'un ou l'autre.

5. Il s'en suit que le manuel pour l'identification des exigences linguistiques des postes militaires et civils a été rédigé à nouveau afin de refléter les modifications apportées aux documents sus-mentionnés.

6. La validation des registres automatisés des effectifs (RAE) soumis par les commandements suite à la revue de 1987 a révélé de graves problèmes au niveau du système, dont le nombre excessif de postes bilingues, la désignation linguistique incorrecte ou douteuse de certains postes, et/ou le niveau de leur profil linguistique. Il a donc été nécessaire de mieux définir les critères établis afin

.../4

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refined through field testing. The end result is a reduced version of the manual and additional annexes which better serve the civilian component of DND.

AIM

7. To revise the language requirements of military and civilian positions in both Regular and Reserve Force establishments in accordance with the OLA and the policy and plan contained in "Official Languages in DND and the CF" (Ref B).

LANGUAGE DESIGNATION OF UNITS

8. The language designation of Regular Force and Reserve units (Ref D) has been submitted to NDHQ as an annex to the sectoral plans by each Command and Group Principal. Although language designations have not been formally approved, it is anticipated that only minor changes will occur. Therefore, units are to review the requirements of their military and civilian positions in accordance with their proposed designation.

OVERVIEW

Phase I

9. Phase I of the General Review of the linguistic requirements of military and civilian positions is now completed. The trial and validation of the manual at

d'identifier les exigences bilingues des postes au niveau des unités de campagne. Ceci a donné comme résultat un manuel réduit quant à son volume ainsi que des éléments additionnels en ce qui a trait au personnel civil du ministère.

OBJECTIF

7. Faire la révision des exigences linguistiques des postes militaires et civils des effectifs de la Force régulière et de la Réserve conformément à la LLO et aux "Langues officielles dans le MDN et les FC (politique et plan)".

DÉSIGNATION LINGUISTIQUE DES UNITÉS

8. La désignation linguistique des unités de la Force régulière et de la Réserve (référence D) a été soumise au QGDN, en annexe aux plans sectoriels de chaque Commandement et Groupe. Même si les désignations proposées n'ont pas été approuvées formellement, on prévoit peu de changements. Les unités doivent donc compléter la revue des exigences linguistiques de leurs postes militaires et civils conformément à leur désignation proposée.

TOUR D'HORIZON

Phase I

9. La phase I de la revue générale des exigences linguistiques des postes militaires et civils est maintenant terminée. Cette phase d'essai et de validation du manuel, dans des

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selected units by the CPCS/DGMU Team has generated great interest from commanding officers and managers who are eager to meet the intent of the OLA and departmental policies. Numerous shortcomings and many legitimate concerns addressed while visiting selected units are reflected in the final version of the manual. Some of them can be found at annex A.

Phase II

10. Phase II is the actual General Review of the linguistic requirements for all departmental positions. The planned activities with anticipated milestones are:

- a. Apr 91 - Revised Manual for the Identification of Language Requirement received at field level;
- b. Apr-Aug 91 - General Review at field level for Regular Force Units;
- c. Sep-Oct 91 - Command validation and returns of AER submission to NDHQ/DGMU; and

unités choisies, effectuée par l'équipe du CCNS/DGUE, a suscité un grand intérêt chez les commandants et gestionnaires et a généré une ardeur à satisfaire les objectifs de la LLO et les politiques du ministère. La version finale du manuel tient compte des imperfections décelées et des nombreuses préoccupations fondées chez les unités visitées; on en retrouve quelques unes à l'annexe A.

Phase II

10. La phase II est la revue générale des exigences linguistiques des postes militaires et civils. Les activités planifiées comprennent les étapes suivantes:

- a. avril 91 - manuel révisé d'identification des exigences linguistiques distribué dans les unités;
- b. avril-août 91 - revue générale par toutes les unités de la Force régulière;
- c. septembre-octobre 91 - validation par les commandements et renvoi au QGDN/DGUE des RAE révisés; et

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- d. Nov 91 - Apr 92 -
NDHQ validation of
AER and ADP Input.

- d. novembre 91-avril 92
- les RAE sont
validés par le QGDN
et transformés en
intrans pour le
traitement
automatique des
données.

PROCEDURES

11. The language requirements of all positions on the establishment, including those identified "R" will be assessed under this review. Normal ECP action is also waived for the review; however a covering letter is required with each unit submission to NDHQ/DGMU through the normal chain of command.

12. Changes to the AER coding for language requirements of positions are to be marked in red ink on the left hand side of the column "LINE ID" next to the position number. Unilingual positions (e.g. English/French essential) already identified on the AER shall not be ink amended on the AER unless their designations are changing from English to French essential or vice versa or English/French essential to bilingual. The computer will automatically change the old coding to the new one for those positions.

13. Units must also produce an Official Language Input Form (OLIF) for each civilian position requiring an update or a change to its language requirements based on

PROCEDURES

11. Les exigences linguistiques de tous les postes de l'effectif incluant ceux identifiés par la lettre "R" seront évaluées durant cette revue. Les procédures normales de PCE ne seront pas de mise au cours de la revue, cependant les unités devront soumettre les RAE sous lettre d'accompagnement au QGDN/DGUE selon la voie hiérarchique.

12. Les changements de code apportés au RAE concernant les exigences linguistiques des postes seront indiqués à l'encre rouge au côté gauche de la colonne "LINE ID" à l'opposé du numéro de poste. Les postes unilingues (anglais ou français essentiel) qui sont identifiés comme tel sur le formulaire RAE et dont la désignation linguistique ne changera pas, soit d'anglais essentiel à français essentiel ou vice versa ou d'anglais/français essentiel à bilingue, ne doivent pas être indiqués à l'encre rouge sur le formulaire. Les nouveaux codes seront automatiquement changés lors de l'intrans.

13. Les unités doivent aussi compléter une formule d'intrans des langues officielles (FILO) pour chaque poste civil dont l'exigence linguistique doit être mise à jour

.../7

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the functions to be performed by the incumbent of the position.

14. The identification carried out using current establishments will be valuable for transition to new establishments that will be produced as part of the Force Development Process.

ADMINISTRATIVE DETAILS

OPI

15. The functional responsibility and the control for the establishment review rests with CPCSA/DGMU. Guidance on Official Languages policies will be provided by DGOL.

ASSISTANCE

16. The CPCSA/DGMU Team will continue to assist Commands/Groups and provide consulting services throughout the general review. The Project Officer and Team Leader is SO/OL CPCSA, Maj Elizabeth Allard, (613) 995-8637.

17. CCOLs have participated during the Trial Phase and will continue to be briefed on developments throughout the General Review. Concerns and problems identified during the preliminary visits to selected units will be addressed at a meeting for CCOLs, RCOLs and GCOLs at NDHQ in Apr 91.

ou subir un changement dû aux fonctions que doit accomplir le titulaire du poste.

14. L'identification linguistique des effectifs réalisée au cours de cette revue sera plausible pour la transition aux nouveaux effectifs résultant du processus de développement des Forces.

DÉTAILS ADMINISTRATIFS

BPR

15. Le CCNS/DGUE contrôle la revue de l'effectif et est responsable de son fonctionnement. La DGLO fournira toute l'information voulue à propos des politiques concernant les langues officielles.

ASSISTANCE

16. L'équipe du CCNS/DGUE continuera de conseiller les commandements et les groupes et de fournir les services de consultation au cours de la revue générale. L'officier responsable du projet et chef d'équipe est l'OEM/LO du CCNS, le major Elizabeth Allard, (613) 995-8637.

17. Les CCLO ont participé à la phase d'essai et continueront de recevoir des exposés sur l'évolution de la revue générale. Les questions et problèmes soulevés au cours des visites aux unités choisies seront discutés lors d'une rencontre au QGDN en avril 1991 pour les CCLO, RCLO et les CLO de Gp.

.../8

- 8 -

ACCOUNTABILITY

18. The process and methodology of this review must be based strictly on the functions to be accomplished in each position independently of the linguistic ability of the current incumbent or the Military Occupation Classification (MOC). Official Languages matters affect every member of the department in one way or another, therefore managers at all levels should be involved in this review. Your support and joint efforts at all levels will bring a realistic approach to the management, accountability and economic use of resources.

IMPUTABILITÉ

18. La méthodologie de cette revue doit dériver strictement des fonctions à accomplir dans chaque poste indépendamment de l'habileté linguistique du titulaire en place ou du groupe professionnel militaire (GPM). Les langues officielles touchent chaque membre du ministère, d'une façon ou d'une autre; les gestionnaires à tous les niveaux devraient donc participer à cette revue. Votre appui et les efforts conjugués des gens de tous les niveaux permettront d'en venir à une approche réaliste de la responsabilité, de la gestion et de l'économie des ressources.

Pour le Chef d'état-major de la Défense
Le Sous-ministre adjoint (Personnel)
Le lieutenant-général J.A. Fox



J.A. Fox

Lieutenant-General
Assistant Deputy Minister (Personnel)
for Chief of the Defence Staff

Attachment:

Annex A - Concerns and Issues

DISTRIBUTION LIST

Action

External

Commander
Maritime Command

Commander
Mobile Command

Commander
Air Command

Annexe:

Annexe A - Préoccupations

LISTE DE DIFFUSION

Exécution

Externe

Commandant
Commandement maritime

Commandant
Force mobile

Commandant
Commandement aérien

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Commander
Canadian Forces Europe

Commandant
Forces canadiennes en Europe

Commander
Canadian Forces Training
System

Commandant
Service de l'instruction des
Forces canadiennes

Commander
Canadian Forces Communication
Command

Commandant
Commandement des
communications des Forces
canadiennes

Commander
Northern Region

Commandant
Région du Nord

Internal

Interne

DM
CDS
VCDS
ADM(Pol)
DCDS
ADM(Per)
ADM(Mat)
ADM(Fin)
ADM(Comm) PA
CRS
C Res and Cdts
DGRC
DG Exec Sec
JAG

SM
CEMD
VCEMD
SMA(Pol)
SCEMD
SMA(Per)
SMA(Mat)
SMA(Fin)
SMA(Comm) AP
CS Ex
C Rés et Cads
DGRC
DG Exéc Sec
JAG

ANNEX A
TO NDHQ INSTRUCTION
ADM(PER) 2 /91
DATED 21 MARCH 91

ANNEXE A
À L'INSTRUCTION DU
QGDN SMA(PER) 2 /91
DATÉE DU 21 MARS 91

CONCERNS AND ISSUES

PRÉOCCUPATIONS

- | | | | |
|----|---|----|---|
| 1. | Functions of positions must be independent of MOC and environmental requirements. | 1. | Les fonctions des postes doivent être indépendantes des GPM et des exigences des éléments. |
| 2. | Supervision in BUS must be in the language of the incumbent of the position being supervised. | 2. | Dans une unité désignée bilingue, la supervision doit se faire dans la langue du titulaire du poste supervisé. |
| 3. | Proportion of unilingual English and French essential positions in BUS must be in line with the population of the bilingual area in which the unit is located | 3. | La proportion des postes anglais et français essentiel, dans les unités bilingues, doit être reliée à la population de la région bilingue où se trouve l'unité. |
| 4. | Use of Integral level must be judicious as language training only provides for Functional level. | 4. | La désignation du niveau intégral doit se faire de façon judicieuse car le système d'enseignement des langues n'offre que le niveau fonctionnel. |
| 5. | "Specified" coding is not a level of bilingualism as defined in the Functional and Integral levels but simply a means of identifying special requirements such as lack of work instrument in both official languages. | 5. | Le code "spécifié" n'est pas un niveau de bilinguisme tel que défini pour les niveau fonctionnel et intégral, mais il est tout simplement un outil d'identification de besoins spéciaux tel que l'absence d'instruments de travail dans les deux langues officielles. |

.../A-2

ANNEX A
TO NDHQ INSTRUCTION
ADM(PER) 2 /91
DATED 19 MARCH 91

ANNEXE A
À L'INSTRUCTION DU
QGDN SMA(PER) 1 /91
DATÉE DU 19 MARS 91

- | | | | |
|-----|--|-----|--|
| 6. | Supervision of civilian personnel in unilingual units situated in designated bilingual regions differs slightly from the supervision of military personnel. | 6. | La supervision du personnel civil dans les unités unilingues situées dans des régions désignées bilingues, diffère légèrement du personnel militaire. |
| 7. | Scientific and engineering positions in specific establishments, often impede the achievement of the correct proportion of English-essential and French-essential positions. | 7. | Les postes reliés au domaine scientifique et de l'ingénierie, empêchent souvent l'unité d'atteindre la proportion de postes français-essentiel et anglais-essentiel. |
| 8. | Level of bilingualism for teaching positions where complexity of subject or safety factors have an implication. | 8. | Le niveau de bilinguisme des postes d'instruction pour lesquels la complexité du sujet ou la sécurité est implicitement reliée à l'instruction. |
| 9. | Functions of positions related to Alliance/International Commitments need to be better defined. | 9. | Le besoin de mieux définir les fonctions des postes reliés aux alliances/engagements internationaux. |
| 10. | Requirement for a summary of procedures because of the volume of information contained in the manual of identification of linguistic requirements of positions. | 10. | Le besoin d'un sommaire des procédures dû au volume d'information contenu dans le manuel d'identification des exigences linguistiques des postes. |
| 11. | Accountability must include all levels of management in order to achieve the objectives stated in "Official Languages in DND and the CF" | 11. | Tous les niveaux de gestion doivent être imputables afin que l'on puisse atteindre les buts stipulés dans "Les langues officielles dans le MDN et les FC". |

.../A-3

ANNEX A
TO NDHQ INSTRUCTION
ADM(PER) 2 /91
DATED /c/ MARCH 91

12. Interpretation of the definitions of "Integral" and "Functional" levels of bilingualism and its application in the designation of bilingual positions in the field.
13. The increase of resources caused by the identification of bilingual positions at the lower echelon in a bilingual unit where their internal organization is not flexible.

ANNEXE A
À L'INSTRUCTION DU
QGDN SMA(PER) /91
DATÉE DU /- MARS 91

12. L'interprétation et l'application des niveaux de bilinguisme intégral et fonctionnel dans la désignation des postes bilingues dans les unités de campagne doivent être mieux définies.
13. L'augmentation imminente de ressources, causée par le fait d'identifier des postes bilingues à l'échelon inférieur d'une unité bilingue, là où l'organisation interne n'offre aucune flexibilité.

2397 Bouchard

8/1/00

NOTE DE SERVICE

PA
1211-CRMS (DG Rens)

le 29 avril 90

Liste de diffusion

ASSISTANCE LINGUISTIQUE -
IDENTIFICATION DE RESSOURCES REQUISES

Référence: A. 1540-1 (SMA (Per)) du 24 avril 91

1. Suite au renvoi, nous avons examiné nos exigences en traduction et avons identifié certaines lacunes dans nos capacités présentes de traduction anglais-français. Parmi mes trois directions;

- a. le DGSRS a un besoin de deux heures de révision et de cinq heures de traduction supplémentaires par semaine;
- b. le DG Secur aura besoin de services de traduction supplémentaires totalisant trois heures par jour; et
- c. le DG Rens a déjà une traductrice à plein temps pour servir les commandements. Additionnellement, pour assurer un service français au ministre, cette direction a identifié un besoin supplémentaire d'un poste d'éditeur. Le DG Rens produit quotidiennement des exposés et autres documents pour le Ministre, et a donc un besoin additionnel d'un total d'environ quinze heures par semaine de révision pour les traductions accomplies par les officiers bilingues de la direction et de trois heures par jour de traduction (une heure pour traduire l'exposé quotidien et deux heures pour les autres produits de renseignement). Idéalement, la même personne fournirait toutes ces heures de traduction, puisqu'elle va devoir recevoir une attestation de sécurité de niveau Très Secret Accès Spécial.

2. Pour plus de détails, veuillez contacter l'OE/CRMS, le LCdr Barber, au 945-5123.



J.E.P. Lalonde
Bgen
CRMS par int.
945-5122

LISTE DE DIFFUSION

Action

Information

DGLO/DTTC

DG Rens
DG Secur
DGSRS

MEMORANDUM

PA
↓

1211-05

10001-38-811 (DPSPR)

22 Apr 91

DGOL


OFFICIAL LANGUAGE COMPLAINTS

Refs: A. 1211-20 TD 91073B (DGOL) 27 Mar 91
B. A-AD-265-000/AG-001 - Canadian Forces Dress Instructions

1. The complaint identified at ref A has been investigated and it is confirmed that the Military Police did wear unilingual English armlets while deployed at Oka during the summer of 1990.

2. Ref B provides for bilingual MP brassards and armlets. Although the brassards are available in the supply system, the armlets will not be available until approximately Sept 91. Because of this, the Military Police from CFB Valcartier wore the same MP identifier as they have adopted for wear when deployed to Europe with NATO Forces.

3. All MP Units will be advised that unilingual armbands are no longer to be worn in Canada, and only the bilingual version as detailed at ref B is authorized.


A.R. Wells
Col
DG Secur
998-6978

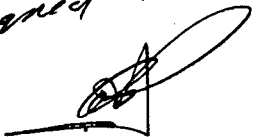
MEMORANDUM

FROM: DPSPR 3

TO: DG Secur

Your signature on memo at
fly SVP. Police Ops will
release an AIG msg regarding
para 3.

J. W. Leach
1 May
DPSPR 3
16 Apr 91

② DPSPR.
Dated returned


PRIORITY

PAAUZYUW RCESCGA0118 1012020-UUUU--RCCPJSA.

ZNR UUUUU

P 111930Z APR 91

FM FMCHQ ST HUBERT//SSO SECUR//

TO NDHQ OTTAWA//D POLICE OPS//

BT

UNCLAS SECUR 3031

SUBJ: MINQUIRY - OFFICIAL LANGUAGE COMPLAINT

REFS: A. YOUR POLICE 3013 051655Z APR 91

B. TELECON MAJ PHARAND, CO 5PPM/LT(N) ELLYSON FMCHQ 10 APR 91

C. A-AD-265-000/AG-001 CHAP 7, CF DRESS INSTR

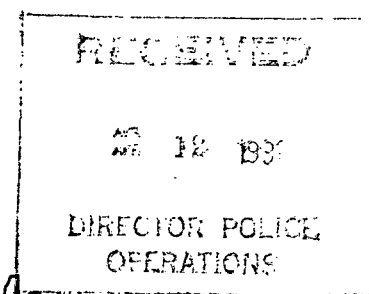
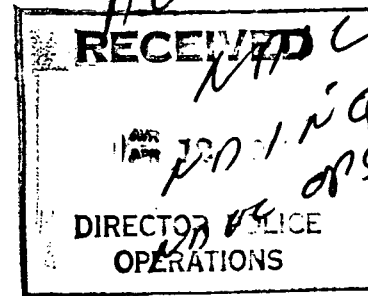
1. AS DIRECTED AT REF A, ALLEGATION CONCERNING USE OF UNILINGUAL ENGLISH ARMBANDS WORN BY MP DURING THE OKA CRISIS LAST SUMMER WAS CONFIRMED AT REF B

2. THE AUTHORITY TO WEAR SUCH ARMBAND WAS TAKEN AT REF C. SINCE 5 BDE IS PART OF 1 CDN DIV, WHICH IN TIME OF CONFLICT WOULD HAVE DEPLOYED WITH CAST IN NORWAY, 5PPM ADOPTED THE SAME MP IDENTIFIER AS THE STANDARD MARKING FOR STEEL HELMET DETAILED AT FIGURE 7-2 TO REF C

BT

#0118

HAV445 DELIVERED 1012022 126333



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APR 3 1991

10001-38-811

DPS PR 3

MEMORANDUM

1211-20 TD 91073B (DGOL)

27 Mar 91

Distribution List

(1)

OFFICIAL LANGUAGES COMPLAINTS

1. The Office of the Commissioner of Official Languages (COL) has informed the Department that a complaint has been lodged alleging that military policemen in Oka in the summer of 1990 wore unilingual English armbands.
2. Would you kindly look into this matter and inform this Division if the allegation is founded and, if so, what measures will be taken to provide military policemen with bilingual armbands.
3. A reply by 19 Apr 91 would be appreciated.

Marie Lehoucq LC/

P.G. DesBecquets
DGOL
992-9685

DISTRIBUTION LIST

Action

— DG Secur

Info

NCOL
GCOL/VCDS

(2) D POLICE OPS

Dress matters have always rested with the BCWO. It is requested the BCWO provide the basis for a reply for DG Secur sign off.

*PO Search
near
DPS PR 3
3 Apr 91 958-0285*

RECEIVED

APR 4 1991

DIRECTOR POLICE
OPERATIONS

000200

1211-CIS

CR/PA

42/55

National Defence

Défense nationale

National Defence Headquarters
Ottawa, Canada
K1A 0K2

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

1211-7-0 (D Stdzn C)

1211-7-0 (DC Stand)

5 February 1991

1e 5 février 1991

Distribution List

Liste de diffusion

DEFENCE TERMINOLOGY MANAGEMENT
SYSTEM (DTMS) - DCDS TERMINOLOGY
MANAGEMENT ROLE IN DTMS CONCEPT

SYSTÈME DE GESTION DE LA
TERMINOLOGIE DE DÉFENSE (SGTD) -
RÔLE DE GESTION TERMINOLOGIQUE DU
GROUPE SCEMD SELON LE CONCEPT DU SGTD

References: A. 1211-7-0 (COPFD),
17 December 1990
B. 1211-7-0 (DGFD),
3 December 1990
(enclosed)

Références: A. 1211-7-0 (CPODF), 1e
17 décembre 1990
B. 1211-7-0 (DGDF), 1e
3 décembre 1990
(ci-joint)

1. As indicated at Reference A, a bilingual version of the paper entitled "The DCDS Role in the Defence Terminology Management System (DTMS)", was to be forwarded as soon as it became available in a bilingual format. The translation work has just been completed.

1. Tel qu'annoncé à la référence A, une version bilingue du document intitulé "Le système de gestion de la terminologie de défense (SGTD) - Rôle du groupe SCEMD", serait distribuée dès qu'elle deviendrait disponible dans un format bilingue. La traduction du document est maintenant complétée.

2. The bilingual version, Reference B, replaces the original English version.

2. La version bilingue (référence B) remplace la version originale en anglais.

Pour le Chef d'état-major de la Défense
Le Directeur - Coordination de la standardisation
Le lieutenant-colonel V.A. Coroy

V.A. Coroy
Lieutenant-Colonel
Director Standardization Coordination
for Chief of the Defence Staff

Enclosure: 1

Pièce jointe: 1

Distribution List (Page 2)

Liste de diffusion (page 2)

Canada

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000201

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DISTRIBUTION LIST

Action

External

Maritime Command Headquarters
Attention: Deputy Commander

Mobile Command Headquarters
Attention: Deputy Commander

Air Command Headquarters
Attention: Deputy Commander

Canadian Forces Communication
Command Headquarters

Internal

ADM(Per)
ADM(Mat)
Assoc ADM(Per)
Assoc ADM(Pol)
Assoc ADM(Mat)
Assoc ADM(Fin)

→ CIS
CPD
CMDO
CLDO
CADO
CTIS
DG Exec Sec
DGMU

Information

External

Canadian Forces Training System
Headquarters

Internal

DCDS
COPFD
DGOL
DGFD
DTTC

LISTE DE DIFFUSION

Exécution

Externe

Quartier général du Commandement
maritime
Compétence: Commandant adjoint

Quartier général de la Force mobile
Compétence: Commandant adjoint

Quartier général du Commandement
aérien
Compétence: Commandant adjoint

Quartier général du Commandement des
communications des Forces canadiennes

Interne

→ CRMS
CP Per
CDOM
CDOT
CDOA
CSTI
DG Sec exéc
DGUE

Information

Externe

Quartier général du Service de
l'instruction des Forces canadiennes

Interne

SCEMD
CPODF
DGLO
DGDF
DTTC

THE DCDS ROLE IN THE DEFENCE
TERMINOLOGY MANAGEMENT SYSTEM
(DTMS)

SYSTÈME DE GESTION DE LA
TERMINOLOGIE DE DÉFENSE (SGTD) -
RÔLE DU GROUPE DU SCEMD

1211-7-0 (DGFD)

1211-7-0 (DGDF)

3 December 1990

1e 3 décembre 1990

References: A. 13th Meeting of
ECOL 19 Nov 90

B. Concept for a DTMS
31 Oct 90 (enclosed)

Références: A. 13^e réunion du
CELO, 19 novembre
1990

B. Concept relatif à
un SGTD, 31 octobre
1990 (ci-joint)

PART I - GENERAL

PARTIE I - GÉNÉRALITÉS

INTRODUCTION

INTRODUCTION

1. The objectives of the DTMS are to standardize DND/CF terminology, to promote the use of approved terminology with consistency and accuracy in English and French, and to ensure the efficient and comprehensive management of all terminology activities, including the needs of the force development process which encompasses key aspects of DND military operations and matériel standardization activities.

1. Le SGTD a pour objectifs d'uniformiser la terminologie du MDN et des FC, de promouvoir l'utilisation uniforme et exacte de termes anglais et français approuvés, et d'assurer la gestion efficace et complète de toutes les activités terminologiques, soit, entre autres, répondre aux besoins du processus de développement des forces, qui englobe des aspects clefs des activités de standardisation des opérations et du matériel militaires du MDN.

2. At the 13th meeting of the Executive Committee on Official Languages (ECOL), Ref A, the concept for a Defence Terminology Management System (DTMS), Ref B, was adopted for DND and the CF. This concept integrates the relevant aspects of terminology management in DND with the Defence Planning and Force Development (DPFD) Process and accordingly, recognizes the sponsors of the

2. À la 13^e réunion du Comité exécutif sur les langues officielles (CELO) (référence A), on a adopté pour le MDN et les FC le concept d'un système de gestion de la terminologie de défense (SGTD) (référence B). Ce concept permet d'intégrer les aspects pertinents de la gestion des activités terminologiques menées au MDN, au processus de planification de la défense et de développement des

.../2

- 2 -

Capability Components (CC) as the authorities responsible for the development and approval of terminology which is specific to their respective assigned mission.

3. The DTMS must also satisfy the requirements of the Official Languages Act, the Treasury Board Policy on the Management of Government Information Holdings and address the linguistic and non-linguistic considerations in the standardization of terms destined to express concepts of interest to DND and the CF.

4. "While recognizing the need for DTMS to address the provisions of the Official Languages Act and the Treasury Board Policy on the Management of Government Information Holdings, the terminology interests of DCDS are primarily centred on the non-linguistic considerations of the DPDF Process. These have to be balanced against the linguistic considerations which underlie Canada's (and NATO's) official languages, English and French.

5. The linguistic considerations include factors such as word choice, spelling, grammar, accents, punctuation, official language equivalencies. They are limited in scope to concerns specific to English and French plus the translation of the concept from one to the other official language. Concepts are expressed and translated under linguistic rules.

Forces (PDDF). Les organismes responsables des éléments de la capacité (EC) sont ainsi reconnus comme les autorités chargées de l'établissement et de l'approbation du vocabulaire propre à leur mission respective.

3. Le SGTD doit également satisfaire aux exigences de la Loi sur les langues officielles ainsi qu'à la Politique du Conseil du Trésor sur la gestion des renseignements détenus par le gouvernement, et doit permettre de tenir compte des considérations d'ordre linguistique et non linguistique lors de l'uniformisation de termes destinés à exprimer des concepts présentant un intérêt pour le MDN et les FC.

4. Même si le SGTD doit satisfaire aux exigences de la Loi sur les langues officielles et à la Politique du Conseil du Trésor sur la gestion des renseignements détenus par le gouvernement, les intérêts du groupe du SCEMD en matière de terminologie sont avant tout centrés sur les facteurs non linguistiques du processus PDDF. Ceux-ci doivent être évalués par rapport aux facteurs linguistiques qui sous-tendent les langues officielles du Canada (et de l'OTAN): l'anglais et le français.

5. Les aspects linguistiques comprennent des facteurs comme le choix des mots, l'orthographe, la grammaire, les accents, la ponctuation, les équivalences entre l'une et l'autre langue officielle. Ils sont propres à l'anglais et au français et sont liés à la traduction du concept d'une langue officielle à l'autre. Les concepts sont exprimés et traduits conformément aux règles linguistiques.

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6. The non-linguistic considerations include factors such as DND objectives, force development requirements, DND military operations and matériel standardization factors, etc. They involve the process of selecting and defining military concepts. Concepts are identified and defined using non-linguistic criteria. The non-linguistic criteria which have the greatest impact on the CF, and which are, therefore, of most direct interest to DCDS, affect military operations and the DPFD Process. For this reason, it is important to ensure that, prior to the adoption of any new term for the CF, the term be vetted through the DPFD Process to anticipate the term's potential impact on integrated military operations and on the on-going DPFD activities.

AIM

7. The aim of this paper is to describe the terminology management role of DCDS following the implementation of DTMS in DND and the CF.

PART II - DISCUSSION

THE DEFENCE PLANNING AND FORCE DEVELOPMENT (DPFD) PROCESS

8. The DPFD Process illustrated in Annex A has been established within DND to review long-range defence planning and to serve as the foundation and guide for the development of CF requirements. The Process provides a coherent and

6. Les aspects non linguistiques comprennent des facteurs comme les objectifs du MDN, les exigences liées au développement des forces, la standardisation des opérations et du matériel militaires du MDN, etc. Ils ont trait au processus de sélection et de définition de concepts militaires. Ceux-ci sont déterminés et définis d'après des critères non linguistiques. Les critères non linguistiques ayant la plus grande incidence sur les FC et qui sont par conséquent d'un plus grand intérêt direct pour le groupe du SCEMD, affectent les opérations militaires et le processus PDDF. C'est la raison pour laquelle il importe de veiller, avant l'adoption de tout nouveau terme pour les FC, à ce que celui-ci soit examiné de près dans le cadre du processus PDDF afin de prévoir l'effet qu'il pourrait avoir sur les opérations militaires intégrées et sur les activités courantes de PDDF.

BUT

7. Le présent exposé a pour but de décrire le rôle que remplira le groupe du SCEMD en matière de gestion des activités terminologiques après l'établissement du SGTD au MDN et dans les FC.

PARTIE II - EXAMEN DE LA QUESTION

LE PROCESSUS DE PLANIFICATION DE LA DÉFENSE ET DE DÉVELOPPEMENT DES FORCES (PDDF)

8. Le processus PDDF exposé à l'annexe A a été établi au MDN pour examiner la planification à long terme de la défense et pour servir de fondement et de guide à la détermination des besoins des FC. Le processus constitue un mécanisme

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flexible mechanism to permit senior management of DND to assess changes in policy, in the strategic situation, the threat, funding and other defence issues, and to make decisions on force development and resource allocation in the context of the total defence effort, rather than in isolation. The DPFDF Process optimizes the harmonization of DND/CF long-term activities both within the Department and between the Department and the outside world at the governmental, national and international levels.

cohérent et souple qui permet aux cadres supérieurs du MDN d'évaluer les changements de politique, l'évolution de la situation stratégique, la transformation de la menace, les changements en matière de financement ainsi que d'autres questions relatives à la défense, et de prendre des décisions concernant le développement des Forces et l'affectation de ressources en fonction de l'effort global de défense plutôt que de les prendre isolément. Le processus PDDF permet une harmonisation optimale des activités à long terme du MDN et des FC, et ce, tant au sein du Ministère qu'entre le Ministère et le monde extérieur, aux niveaux gouvernemental, national et international.

THE DTMS LINKAGE WITH DPFDF

9. The complete harmonization of defence activities both within and without DND is not possible in the absence of a standardized vocabulary widely used and consistently understood by all the contributors to the DPFDF Process. Since the purpose of DTMS is to provide the required standardized vocabulary, DTMS becomes an important supporting element in the DPFDF Process; hence the DTMS linkage with the DPFDF Process.

LIEN ENTRE LE SGTD ET LE PROCESSUS PDDF

9. Il est impossible d'harmoniser tout à fait les activités de défense tant au sein qu'à l'extérieur du MDN en l'absence d'un vocabulaire uniformisé, très utilisé et bien compris par toutes les personnes qui interviennent dans le processus PDDF. Ayant pour objet de fournir le vocabulaire uniformisé requis, le SGTD est un outil important dans le processus PDDF, d'où le lien qui existe entre celui-ci et le SGTD.

THE CAPABILITY COMPONENTS (CC)

10. The DPFDF Process provides a mechanism for the allocation of resources from the Defence Services Program (DSP) on the basis of mission assigned and the capability requirements to fulfil that mission. The departmental elements of DND which support the same mission have, therefore, been

LES ÉLÉMENTS DE LA CAPACITÉ (EC)

10. Le processus PDDF constitue un mécanisme servant à attribuer des ressources du Programme des services de défense (PSD) en fonction de la mission assignée et des moyens nécessaires pour la mener à bien. Les éléments du MDN servant à accomplir une même mission ont donc été groupés par élément de la

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grouped by Capability Component (CC) and have been placed under the responsibility of an NDHQ sponsor who provides the necessary interface between the CC and the defence planning and matériel procurement agencies in the National Capital Region, and the associated Commands and field units, where appropriate.

11. As each mission requires a standardized vocabulary to describe its particular concepts, interests and activities and to express its needs, each CC must have an input in terminology destined to be used and understood by its resource allocation supporters and competitors in the DPFD Process. To this end, terminology which may have a downstream collateral impact on the DPFD Process must be vetted early through the appropriate DCDS terminology coordinating agency prior to being officially approved for departmental use. A list of the CCs' OPIs is provided at Annex B.

MILITARY DOCTRINE AND TERMINOLOGY

12. The functional Commands: Maritime Command, Mobile Command, Air Command and Communication Command are the centres of expertise in military doctrine relative to the sea, land, air operations and communications. To express the military concepts which underlie doctrine, the functional Commands exploit terminology which is specific to their respective environment. However, the development of military operations

capacité (EC) et ont été placés sous la responsabilité d'un organisme du QGDN, qui assure au besoin le lien entre l'EC et les organismes de planification de la défense et d'acquisition de matériel situés dans la région de la Capitale nationale, et les commandements et les unités opérationnelles concernés selon le cas.

11. Comme, pour chaque mission, il faut un vocabulaire uniformisé pour décrire les concepts, les intérêts et les activités qui lui sont propres et pour exprimer ses besoins, chaque EC doit avoir son mot à dire en ce qui concerne les termes devant être utilisés et compris par les intervenants dans le processus PDDF qui partagent les mêmes intérêts que lui en matière de ressources et ceux qui les lui disputent. À cette fin, les termes pouvant avoir un retentissement éventuel sur le processus PDDF doivent être examinés de près et tôt par l'organisme compétent de coordination de la terminologie du groupe du SCEMD avant que leur utilisation au sein du Ministère ne soit officiellement approuvée. La liste des BPR des EC figure à l'annexe B.

DOCTRINE MILITAIRE ET TERMINOLOGIE

12. Les commandements fonctionnels, soit le Commandement maritime, la Force mobile, le Commandement aérien et le Commandement des communications, sont les centres de connaissances et de compétences en matière de doctrine militaire relative aux opérations maritimes, terrestres et aériennes, et aux communications. Pour exprimer les concepts militaires qui sous-tendent la doctrine, les commandements

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aspects such as doctrine, procurement, support, etc. requires the NDHQ central staff to understand and merge as required the terminologies used by the functional Commands. As modern military operations tend to shift away from single-service involvement, the need for fully coordinated joint terminology increases. In this perspective, it becomes increasingly important for the central staff to monitor the development of single-force terminology relative to integrated military activities in doctrine, operations, procurement, support, etc. This can best be achieved among the sponsors of CCs reporting to DCDS on operational matters, CCs 1, 2, 3 and 5. To this end, the DCDS terminology coordinating agency, D Stdzn C 5, could follow the development of new military terminology from its inception. This process would optimize the harmonization at the strategic or tactical level of terminologies used throughout the combat, procurement or support activities of the CF and ensure that terminology conflicts are identified early and resolved at the lowest possible level as required in the DTMS concept.

fonctionnels utilisent des termes propres à leur élément respectif. Toutefois, pour pouvoir élaborer la doctrine relative aux opérations militaires, mettre sur pied les services d'acquisition et de soutien nécessaires, etc., le personnel d'état-major interarmées du QGDN doit comprendre et unifier au besoin les vocabulaires utilisés par les divers commandements fonctionnels. Comme les opérations militaires ont tendance à ne plus être menées par une seule des trois armées, le besoin en terminologie bien harmonisée va en augmentant. Il importe donc de plus en plus que le personnel d'état-major interarmées du QGDN surveille l'élaboration de la terminologie propre à chaque élément quand celle-ci peut toucher les activités militaires intégrées en matière de doctrine, d'opérations, d'acquisition de matériel, de soutien, etc. Cela peut se faire le mieux entre les organismes responsables des EC qui relèvent du SCEMD en ce qui concerne les questions opérationnelles, soit les organismes responsables des EC 1, 2, 3 et 5. À cette fin, l'organisme de coordination de la terminologie du groupe du SCEMD, le service du DC Stand 5, pourrait suivre l'établissement de toute nouvelle terminologie militaire dès le début du processus. Cela permettrait d'optimiser l'harmonisation, au niveau stratégique ou tactique, des termes utilisés pour toutes les activités de combat, d'acquisition ou de soutien des FC, et de veiller à ce qu'on décèle tôt les problèmes de vocabulaire et qu'on les règle au plus bas échelon possible, conformément au concept du SGTD.

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MARITIME, LAND, AIR AND
COMMUNICATIONS TERMINOLOGY
STANDARDIZATION

13. The standardization of terminology for CCs 1, 2, 3 and 5 requires the application of dedicated efforts and the allocation of sufficient resources, supported by the appropriate authority level, to make the process productive. The Army Doctrine and Tactics Board (ADTB) of FMC provides a good example of an efficient and productive bilingual terminology standardization system.

14. The land force has formalized the close relationship between doctrine and terminology by assigning the development of both of these activities to the ADTB. The bilingual terminology requirements are addressed by tasking the terminology committees, English and French, with the responsibility for standardizing land force terminology relative to military operations in English or in French, respectively, and also, paralleling this activity, for designating appropriate equivalents in the other official language for the proposed new terms.

15. By vetting the terms proposed by the ADTB through a central staff terminology coordinating agency, it would be possible to ensure the full harmonization of land force terminology with terminology issued by the other operational CCs and with the DPFD Process prior to its approval by the CC 2 sponsor, CLDO. The ADTB terminology standardization process which is described in Annex C, albeit with some modifications, may also be

UNIFORMISATION DE LA TERMINOLOGIE
PROPRE AUX ÉLÉMENTS MER, TERRE, AIR
ET AUX COMMUNICATIONS

13. L'uniformisation de la terminologie propre aux EC 1, 2, 3 et 5 nécessite des efforts soutenus et l'attribution de ressources suffisantes, et il faut aussi l'appui des autorités compétentes pour que le processus porte fruits. Le Conseil de doctrine et de tactique de l'Armée de terre (CDTAT) de la FMC est un bon exemple de système efficace et productif d'uniformisation de terminologie bilingue.

14. La force terrestre à officialisé le rapport étroit qui existe entre doctrine et terminologie en confiant l'élaboration de l'une et l'établissement de l'autre au CDTAT. Pour répondre aux besoins en matière de terminologie bilingue, les comités de terminologie, anglais et français, sont chargés d'uniformiser le vocabulaire anglais et français, respectivement, de la force terrestre relatif aux opérations militaires, et aussi d'établir des équivalents, dans l'autre langue officielle, des nouveaux termes proposés.

15. En faisant examiner de près par un organisme interarmées de coordination de la terminologie les termes proposés par le CDTAT, il serait possible d'harmoniser la terminologie de la force terrestre avec celle établie par les autres EC opérationnels et avec le processus PDDF avant son approbation par le responsable de l'EC 2, le CDOT. Le processus d'uniformisation du vocabulaire du CDTAT, qui est décrit à l'annexe C, pourrait également servir, avec

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adapted to address the bilingual terminology standardization needs of the other CCs because it is a proven system.

ROLE OF DCDS TERMINOLOGY
COORDINATING AGENCY (D STDZN C 5)

16. The role of the central staff coordinating agency would include the following:

- a. the examination of terminology inputs relative to military operations from the CC sponsors reporting to DCDS on operational matters (CCs 1, 2, 3 and 5);
- b. the examination of terminology proposals which are deemed to have an impact on the DPFD Process, to ensure that the pertinent non-linguistic considerations have been properly considered and implemented in the proposal; and
- c. the liaison with the central departmental coordinating agency responsible for the overall coordination of terminology standardization activities in DND to relay the DCDS non-linguistic concerns of the DPFD Process.

certaines modifications, à répondre aux besoins des autres EC en matière d'uniformisation de la terminologie bilingue, car c'est un système éprouvé.

RÔLE DE L'ORGANISME DE COORDINATION
DE LA TERMINOLOGIE DU GROUPE DU
SCEMD (DC STAND 5)

16. L'organisme interarmées de coordination aurait pour rôles:

- a. d'examiner les apports terminologiques relatifs aux opérations militaires provenant des organismes responsables d'EC (EC 1, 2, 3 et 5) et relevant du SCEMD en ce qui concerne les questions opérationnelles;
- b. d'examiner ceux des termes proposés qui, jure-t-on, ont des répercussions sur le processus PDDF, afin de s'assurer que les aspects d'ordre non linguistique pertinents ont bien été étudiés et tenus en ligne de compte dans la proposition; et
- c. de communiquer avec l'organisme central de coordination du Ministère chargé de la coordination de l'ensemble des activités d'uniformisation de la terminologie menées au MDN afin de communiquer les préoccupations non linguistiques du groupe du SCEMD émanant du processus PDDF.

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17. The DCDS terminology coordinator would also liaise with the other departmental terminology agencies responsible for addressing other aspects of terminology. Finally, he would participate in the identification and resolution of terminology conflicts and ensure that the resolution process remains at the lowest possible level under DCDS, among the sponsors of CCs 1, 2, 3 and 5.

17. Le coordonnateur de la terminologie du groupe du SCEMD se mettrait également en rapport avec les autres organismes de terminologie du Ministère qui s'occupent d'autres aspects de terminologie. Enfin, il participerait à la détermination et à la résolution de problèmes de vocabulaire et veillerait à ce que ceux-ci soient réglés au plus bas échelon possible au sein du groupe du SCEMD, parmi les organismes responsables des EC 1, 2, 3 et 5.

PART III - CONCLUDING MATERIAL

PARTIE III - CONCLUSION

CONCLUSION

CONCLUSION

18. The DTMS concept approved at the 13th meeting of ECOL has recognized the necessity for DND to integrate DTMS with the DPFD Process. It has also transferred the responsibility for standardizing and approving terminology from the Group Principals/Commanders of Commands to the sponsors of CCs. Finally, DTMS has acknowledged the need to differentiate between linguistic and non-linguistic considerations in the standardization of DND/CF terminology.

18. Le concept du SGTD approuvé à la 13^e réunion du CELO tient compte du fait qu'il est nécessaire pour le MDN d'intégrer le SGTD au processus PDDF. La tâche d'uniformiser et d'approuver le vocabulaire, qui incombait aux chefs de groupe et aux commandants de commandement, a été confiée aux responsables des EC. Enfin, on reconnaît maintenant qu'il est nécessaire de distinguer entre les facteurs linguistiques et les facteurs non linguistiques lorsqu'il s'agit d'uniformiser la terminologie du MDN et des FC.

19. To implement DTMS, it is necessary to introduce in DND a DCDS terminology coordinating agency to ensure that the non-linguistic factors in the DPFD Process are fully considered in the standardization efforts. To promote the coordinated development of joint terminology, it is also necessary for the DCDS coordinating agency to vet the terminology inputs from the sponsors of the CCs who report to DCDS on operational matters to ensure the full harmonization of joint

19. Pour mettre le SGTD en place, il est nécessaire d'établir au MDN, au sein du groupe du SCEMD, un organisme de coordination de la terminologie afin que les facteurs non linguistiques entrant en jeu dans le processus PDDF soient tenus en ligne de compte pendant les travaux d'uniformisation. Pour promouvoir l'établissement coordonné de la terminologie interarmées, il est également nécessaire que l'organisme de coordination du groupe du SCEMD examine de près la terminologie établie par les

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terminology. Within each CC, the terminology standardization process could be effected through a system similar to the present ADTB of FMC, with English and French terminology committees, a proven system which meets the bilingual terminology needs of CC 2.

organismes responsables des EC et qui relèvent du SCEMD pour ce qui est des questions opérationnelles, afin d'assurer la complète harmonisation des termes communs. Au sein de chaque EC, un arrangement comme le CDTAT de la FMC, comprenant des comités de terminologie anglais et français, pourrait s'occuper du processus d'uniformisation de la terminologie; c'est là un système éprouvé qui répond aux besoins de l'EC 2 en matière de terminologie bilingue.

LIST OF ATTACHMENTS

ANNEXES

Annex A - The Defence Planning and Force Development (DPFD) Process

Annexe A - Le processus de planification de la défense et de développement des Forces (PDDF)

Annex B - The OPIs of Capability Components (CCs)

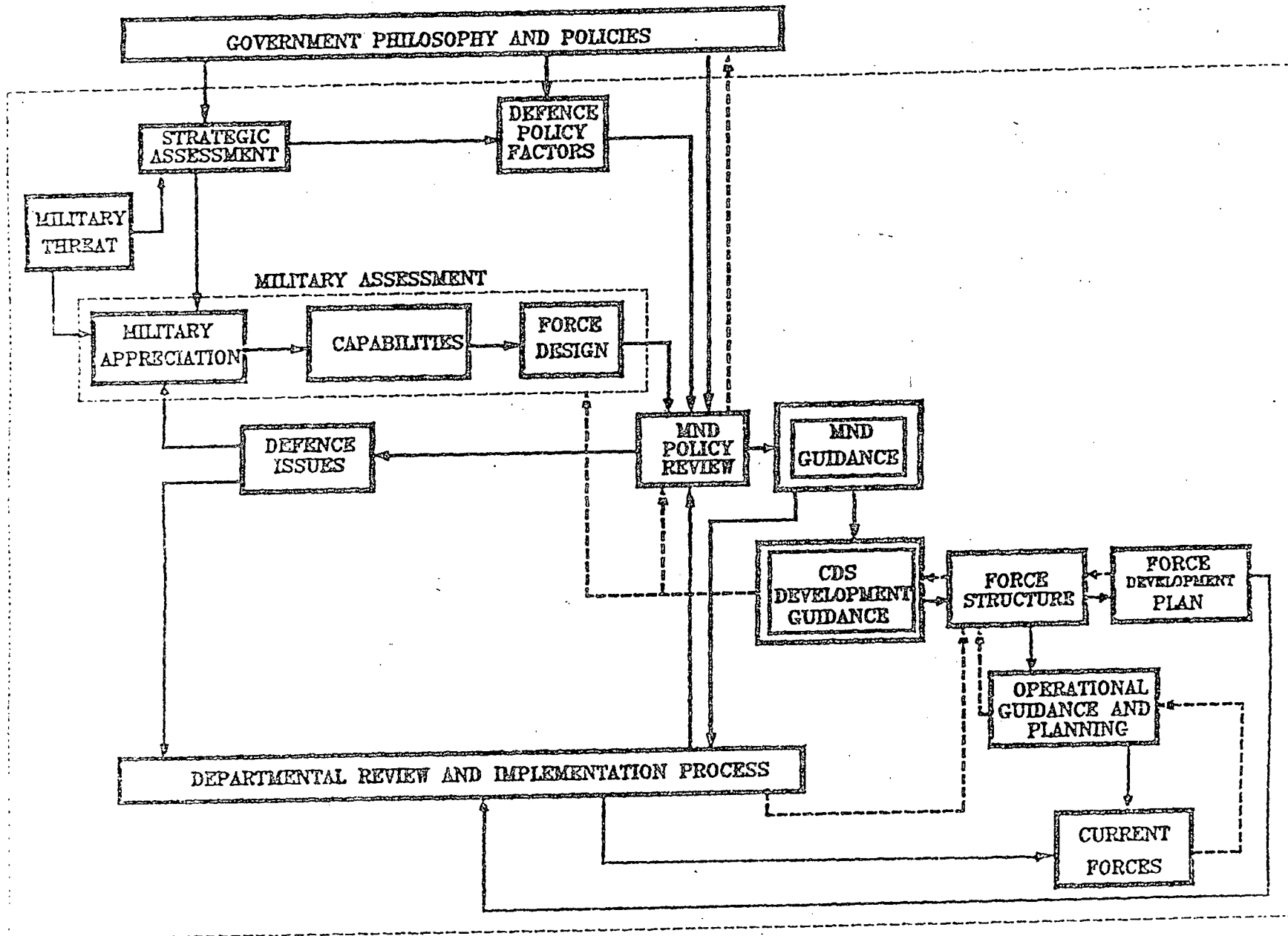
Annexe B - Les BPR des éléments de la capacité (EC)

Annex C - The Army Doctrine and Tactics Board (ADTB) Standard Operating Procedure (SOP) of FMC

Annexe C - Les instructions permanentes d'opérations (IPO) du Conseil de doctrine et de tactique de l'Armée de terre (CDTAT)

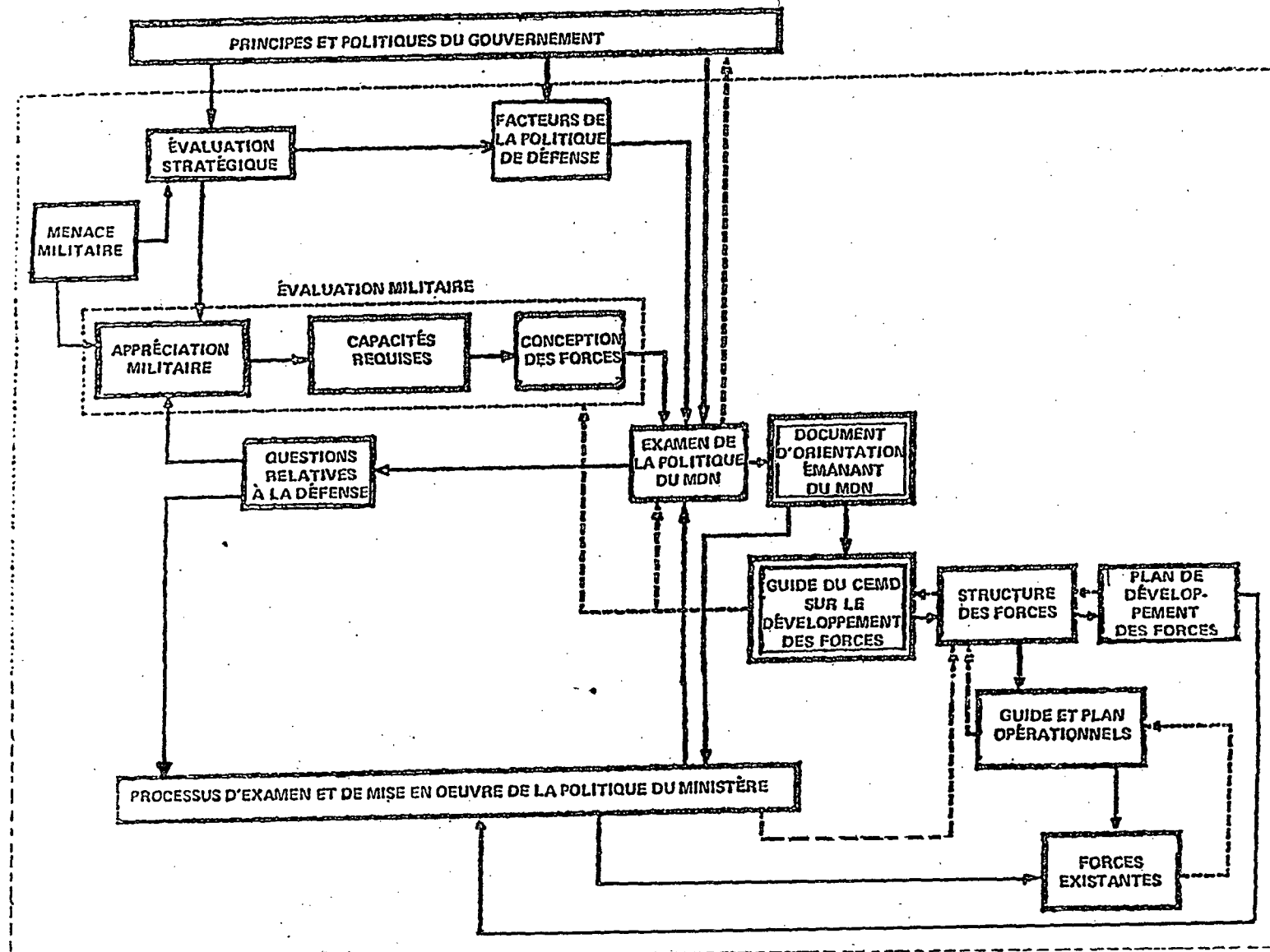
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DEFENCE PLANNING AND FORCE DEVELOPMENT PROCESS



ANNEX A TO
1211-7-0 (DGFD)
DATED 3 DEC 90

PROCESSUS DE PLANIFICATION DE LA DÉFENSE ET DU DÉVELOPPEMENT DES FORCES



ANNEXE A
A 1211-7-0 (DGDF)
DATEE DU 3 DEC 90

ANNEX B TO
1211-7-0 (DGFD)
DATED 3 DEC 90

CAPABILITY COMPONENT		OPI	DIRECTORATE OPI
1	GENERAL PURPOSE MARITIME FORCES	CMDO	DMFD
2	GENERAL PURPOSE LAND FORCES	CLDO	DLCD
3	GENERAL PURPOSE AIR FORCES	CADO	DAP
4	NDHQ CONTROLLED UNITS	COPFD	CDS CONTROLLED UNITS DIA
			VCDS CONTROLLED UNITS DGISS
			DCDS CONTROLLED UNITS DGMPO
			HQ CFE and NATO POSTS DMPC 2
5	NATIONAL COMMUNICATIONS/ADP	CTIS	DCESR
6	PERSONNEL SUPPORT	ADM(PER)	DG PERS C
7	MATERIEL SUPPORT	ADM(MAT)	D LOG R
8	NDHQ	DGMU (CHMN PRISC)	DER

ANNEXE B
A 1211-7-0 (DGDF)
DATÉE DU 3 DEC 90

ÉLÉMENT DE LA CAPACITÉ		BPR	DIRECTION BPR
1	FORCES MARITIMES POLYVALENTES	CDOM	DAFM
2	FORCES TERRESTRES POLYVALENTES	CDOT	DPSSCT
3	FORCES AÉRIENNES POLYVALENTES	CDOA	DPA
4	UNITÉS SOUS CONTRÔLE DU QGDN	CPODF	UNITÉS CONTRÔLÉES PAR LE CEMD DEA
			UNITÉS CONTRÔLÉES PAR LE VCEMD DGSRS
			UNITÉS CONTRÔLÉES PAR LE SCEMD DGPMD
			QG FCE et postes d'état-major OTAN DCPM(2)
5	COMMUNICATIONS NATIONALES/TAD	CSTI	DCEBS
6	SOUTIEN DU PERSONNEL	SMA(Per)	DG Pers C
7	SOUTIEN DU MATÉRIEL	SMA(Mat)	DB Log
8	QGDN	DGUE (Président CSRP)	DBE

ANNEX C TO
1211-7-0 (DGFD)
DATED 3 DEC 90

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PART I - GENERAL

AIM

1. To state the standing operating procedures (SOP) of the Army Doctrine and Tactics Board (ADTB).

AUTHORITY

2. The ADTB is authorized by the Land Force Combat Development Guide for the Period 1996-2005, dated 11 Oct 85. This instruction provides for the establishment of a Permanent Secretariat, provided by FMC HQ, responsible to CLDO. Modified responsibilities and composition of the ADTB are restated in subsequent paragraphs of this SOP.

RESPONSIBILITIES AND COMPOSITION OF ADTB ELEMENTS

3. ADTB.

- a. Responsibilities. The ADTB is responsible to CLDO, as Chairman of the Combat Development Sub-Committee (CDSC), for the following:
 - 1) the development and production of formation level, all-arms and branch doctrine,
 - 2) the regular monitoring of tactics, procedures, drills, etc, to ensure compatibility with doctrine. It will receive submissions for changes and implement changes ensuring that doctrine remains consistent with current concepts,
 - 3) the production and distribution of all army doctrine and tactics publications,
 - 4) distribution of appropriate foreign publications where Canadian publications do not exist, and
 - 5) production of the Army Doctrine Bulletin.

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- b. Composition. The ADTB shall comprise the following appointments:
- 1) Chairman - DOOS CD, FMC HQ
 - 2) Deputy/Chairman - SSO CD Coord, FMC HQ
 - 3) Members - CDS Ops, 1 Div
 - SSO Armd, FMC HQ
 - SSO Arty, FMC HQ
 - SSO Fd Engr, FMC HQ
 - SSO Sigs, FMC HQ
 - SSO Int, FMC HQ
 - SSO Inf, FMC HQ
 - SSO CSS, FMC HQ
 - SSO Maint, FMC HQ
 - SSO Pers Svcs, FMC HQ
 - SSO Med Ops & Admin, FMC HQ
 - SSO Met, FMC HQ
 - SSO PD & R, HQ 10 TAG
 - DLCD 4, NDHQ
 - DLCD 6, NDHQ
 - CFCSC Representative
 - CDS, CLFCSC
 - CDS, 4 CMBG
 - G3 Tactics, CTC
 - SO Doc Prod, FMC HQ
 - SO Stdzn, FMC HQ
 - Chairman, English Terminology Committee
 - Chairman, French Terminology Committee
 - 4) In Attendance - others as required at the call of the Chairman
 - 5) Secretary - SO2 Doc Coord, FMC HQ
4. ADTB Secretariat.
- a. Responsibility. The Secretariat, headed by the ADTB Chairman, is responsible for implementing the decisions of the ADTB and providing the routine management of Army doctrine.

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- b. Composition.
 - 1) Chairman - DOOS CD
 - 2) Deputy Chairman - SSO CD Coord
 - 3) Secretary - SO2 Doc Coord
 - 4) Admin O - SO3 Doc Coord
- 5. Special to Corps/Branch Boards.
 - a. Responsibility. These boards are established to examine corps/branch doctrinal matters and to recommend doctrine for approval by the ADTB.
 - b. Composition.
 - 1) Chairman - Usually appropriate FMC HQ SSO or Branch Director
 - 2) Members - Corps/branch members within and outside FMC HQ as required
 - c. Terminology. Corps/branches may establish their own terminology working groups (TWG) (see paras 7 and 8 below) in order to assist in making recommendations to the ADTB on matters of French and/or English terminology of special interest to that corps/branch. Recommendations concerning corps/branch terminology shall be directed to the English Terminology or to the French Terminology Committee for consideration.
- 6. Doctrine Author Working Group (DAWG).
 - a. Introduction. The DAWG was proposed as a means of enhancing the coordination of doctrine and tighten the control on all aspects of internal doctrine production.
 - b. Authority. The DAWG was granted authority to operate by the Chairman ADTB, at the 24th meeting of the ADTB, 21 June 1989.

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- c. Concept. The DAWG is formed to assist in the management of doctrine development and production. It is not intended that this organization possess executive powers but rather it will provide coordination and review of all levels of doctrine production.
- d. Aim. Under the ADTB Secretariat the DAWG will manage the development and production of ADTB approved doctrine.
- e. Composition. The DAWG shall consist of the following appointments:
 - 1) Chairman. SSO CD Coord
 - 2) Members:
 - a) SO2 Doc Coord (Deputy Chairman)
 - b) SO2 NBCW (Secretariat)
 - c) SO Doc Prod (Secretariat)
 - d) SO Stdzn (Secretariat)
 - e) SSO Met
 - f) SSO Dent Svcs
 - g) C Chap (P)
 - h) C Chap (RC)
 - j) SO2 MP Fd Ops
 - k) SO2 Armd Doc
 - m) SO2 Arty Doc
 - n) SO2 Fd Engr Doc
 - p) SO2 Sigs CD
 - q) SO2 Inf Doc

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- r) SO2 Int Doc
 - s) SO2 CSS Coord
 - t) SO Doc, HQ 10 TAG
 - u) SO2 Med Ops
 - v) Chairman, ETC
 - w) Chairman, FTC
- 3) In Attendance. As required at the call of the chairman:
- a) DLCD (representative)
 - b) G-3 Tac, CTC
 - c) SSO Indiv Trg
 - d) SSO Pers Svcs
 - e) SSO Trg Dev
 - f) DLOTR
 - g) DGMEQ
 - h) DGLEM
 - j) DNBC
 - k) CPERO
 - m) SO2 Trg Films
 - n) SO3 Fd Engr Doc (Chilliwack)
 - p) Doc Author (Rep FMC Det Galetown)
- 4) Secretary. SO2 Doc Coord.

f. Tasks. The DAWG will:

- 1) monitor the progress of doctrine development and production from conception to publication, and during the life of the manual, the submission of timely changes, revisions, and recessions;

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- 2) establish translation and graphic arts requirement priorities;
- 3) monitor the author's writing timetable to encourage completion by the planned date;
- 4) monitor DDDS publishing timetable so that the ADTB Secretariat may intervene if deadlines are extended without good reason;
- 5) give clear guidance to authors to reduce duplication and size of manuscript;
- 6) act as the editorial board for CFP 397 "Authors and Editors Guide to Army Doctrine Production Procedures";
- 7) supervise the transition from Corps '86 to Corps '96 doctrine;
- 8) ensure that required amendments to publications due to changes of doctrine, STANAG/QSTAG updated or other external factors are actioned promptly; and
- 9) review all authorized foreign publications to ensure they are required, up-to-date and that they reflect current Canadian doctrine.

g. Responsibilities.

- 1) Chairman. In addition to traditional chairman duties, he will decide which issues will be addressed as formal agenda items.
- 2) Members.
 - a) Provide information and advice on subjects discussed by the working group which in some cases may require presentations as directed by the chairman.
 - b) Bring forward to the D/Chairman suggested items for consideration by the working group.

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- c) Ensure his respective SSO is briefed on the working group proceedings.
 - 3) Secretary/D/Chairman. In addition to traditional duties he will arrange all administrative details related to the working group's activities including the issue of an agenda at least five working days prior to the next scheduled meeting.
 - h. Frequency of Meetings. The DAWG will meet at least once a month or as directed by the Chairman.
- 7. English Terminology Committee (ETC).
 - a. Responsibilities. The Committee, chaired by a major, is responsible for the development and maintenance of English language terminology for the Army. This includes the production of the English part of the Army Vocabulary and of the manual of Army Abbreviations. It will also provide input to the Canadian Forces Military Lexicon, the NATO Glossary of Terms and Definitions, the NATO Glossary of Abbreviations, and the Canadian Forces Manual of Abbreviations. The Committee will examine issues related to English terminology and abbreviations and resolve routine questions. Contentious issues will be referred to the ADTB for resolution.
 - b. Composition.
 - 1) Chairman - Major
 - 2) Members - All doctrine authors, FMC HQ
 - SO2 Doc Coord, FMC HQ
 - SO Stdzn, FMC HQ
 - 10 TAG representative
 - CTC representative
 - CLFCSC representative
 - CFCSC representative
 - DTTC 3-5, NDHQ
 - Editors, FMC HQ
 - Chairman ETC
 - 3) Secretary - will be selected from the FMC HQ representatives.

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8. French Terminology Committee (FTC).

a. Responsibilities. This Committee, chaired by a major, is responsible for the development and maintenance of French language terminology for the Army. This includes the production of the French part of the Army Vocabulary and of the manual of Army Abbreviations. It will also provide input to the Canadian Forces Military Lexicon, the NATO Glossary of Terms and Definitions, the NATO Glossary of Abbreviations, and the Canadian Forces Manual of Abbreviations. The Committee will examine issues related to French terminology and abbreviations and resolve routine questions. Contentious issues will be referred to the ADTB for resolution.

b. Composition.

1) Chairman - Major

2) Members - Armour representative, FMC HQ
- Artillery representative, FMC HQ
- Field Engineers representative, FMC HQ
- Signals representative, FMC HQ
- Infantry representative, FMC HQ
- Combat Service Support representative, FMC HQ
- French Exchange Officer, FMC HQ
- SO Stdzn, FMC HQ
- Editors, FMC HQ
- Revisor, FMC HQ
- Translation Coord, COOL, FMC HQ
- 10 TAG representative
- DTTC 3-5, NDHQ
- Translator, Translation Bureau (St-Hubert)
- Terminologist, Secretary of State (Ottawa)

3) Secretary - will be selected from the FMC HQ representatives.

9. Office of Primary Interest (OPI). This is the agency which has the primary responsibility, through the Secretariat, to ensure the content and form of a specific publication (see Annex C) is current, accurate and complete in all aspects throughout its life.

10. Primary Source (P). This is an agency which provides a primary or major input to the OPI in regard to a specific publication (see Annex C).

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11. Secondary Source (S). This is an agency which provides an input to a specific publication (see Annex C).

OTHER AGENCIES

12. General. A number of agencies are involved in the production of doctrine publications. The publishing process is shown diagrammatically at Annex A, and the function of the agencies is described briefly in the following paragraphs.

13. Directorate of Departmental Administration (DDA). DDA is responsible for the control of Canadian non-technical publications (NDID A and B programmes). DDA is the authority for any deviations to the publishing cycle shown at Annex A.

14. Directorate of Documentation and Drawing Services (DDDS). DDDS is responsible for the provision of publishing services.

15. Directorate of Translation and Terminology Coordination (DTTC). DTTC is responsible for translating CFPs prior to production, and for co-ordinating Canadian Forces terminology. Note: Unilingual English or French language manuals are not authorized.

16. Directorate of Procurement and Supply Common User (DPSCU). DPSCU provides item management for Canadian and foreign publications.

17. Canadian Forces Publication Depot (CFPD). CFPD is responsible for distributing publications.

DUTIES OF THE ADTB STAFF

18. General. The Secretariat is tasked to prepare for and conduct ADTB, Special to Corps/Branch Boards, Terminology Committees meetings and bi-lateral doctrine staff talks.

19. Frequency of Meetings. The ADTB will normally meet two or three times annually. Special meetings for particular subjects may be called by the Chairman on the advice of the Secretariat.

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20. Staff Preparation. The Secretariat will prepare an agenda and compile supporting documents for distribution to members at least 30 days before the meeting. The supporting documents will be in the format of a military brief. The Secretariat will prepare minutes of the meeting, and distribute them within 10 days of the meeting. The Army Doctrine Bulletin will be prepared as soon as possible after each meeting.

21. Administration. The Secretariat is responsible for all aspects of administration in preparation for and conduct of ADTB, Corps/Branch Boards, Terminology Committees meetings and bi-lateral doctrine staff talks.

ANNEXE C
À 1211-7-0 (DGDF)
DATÉE DU 3 DÉC 90

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PARTIE I - GÉNÉRALITÉS

BUT

1. Énoncer les instructions permanentes d'opération (IPO) du Conseil de doctrine et de tactique de l'Armée de terre (CDTAT).

AUTORISATION

2. Le CDTAT est mandaté en vertu du Guide sur le développement des ressources de combat des forces terrestres Période 1996-2005, du 11 oct 85. Cette instruction prévoit l'établissement d'un secrétariat permanent formé par le QG FMC et relevant du CDOT. Les responsabilités et la composition modifiées du CDTAT sont précisées dans les paragraphes qui suivent.

RESPONSABILITÉS ET COMPOSITION DES ÉLÉMENTS DU CDTAT

3. CDTAT.

a. Responsabilités. Sous la compétence du CDOT, président du sous-comité d'étude et de développement des méthodes de combat, le CDTAT est chargé:

- 1) d'élaborer et de produire la doctrine touchant les formations, les organisations interarmes et les services;
- 2) de revoir périodiquement la tactique, les procédures, les drills, etc. afin de s'assurer qu'ils sont conformes à la doctrine établie. Le Conseil reçoit des propositions de modification et y donne suite tout en s'assurant que la doctrine ne s'écarte pas des concepts établis;
- 3) de produire et de diffuser toutes les publications sur la tactique et la doctrine de l'Armée de terre;
- 4) de diffuser les publications étrangères appropriées lorsqu'il n'y a pas de pendant canadien;
- 5) de produire le Bulletin de doctrine de l'Armée de terre.

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b. Composition. Voici la composition du CDTAT:

- 1) Président - SCEM EDMC, QG FMC
- 2) Vice-président - OSEM EDMC Coord, QG FMC
- 3) Membres - CEM, 1 Div
 - OSEM AB, QG FMC
 - OSEM Artil, QG FMC
 - OSEM Génie, QG FMC
 - OSEM Trans, QG FMC
 - OSEM Rens, QG FMC
 - OSEM Inf, QG FMC
 - OSEM SC, QG FMC
 - OSEM Maint, QG FMC
 - OSEM Svc Pers, QG FMC
 - OSEM SS Ops & Adm, QG FMC
 - OSEM Météo, QG FMC
 - OSEM PD & B, QG 10 GAT
 - DPSSCT 4, QGDN
 - DPSSCT 6, QGDN
 - Représentant, CECFC
 - CEM, CCEFTC
 - CEM, 4 GBMC
 - G3 Tactique, CIC
 - OEM Doc Prod, QG FMC
 - OEM Stdsn, QG FMC
 - Président, Comité de terminologie anglaise
 - Président, Comité de terminologie française
- 4) Également présents - Toute autre personne à la demande du Président.
- 5) Secrétaire - OEM2 Coord Doc QG FMC.

4. Secrétariat du CDTAT.

- a. Responsabilité. Le Secrétariat, chapeauté par le Président du CDTAT, est chargé de mettre en œuvre les décisions du CDTAT et d'assurer la gestion courante de la doctrine de l'Armée de terre.

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b. Composition.

- 1) Président - SCEM EDMC
- 2) Vice-président - OSEM EDMC Coord
- 3) Secrétaire - OEM2 Coord Doc
- 4) O Admin - OEM3 Coord Doc

5. Conseils des Corps.

a. Responsabilité. Ces conseils ont pour mandat d'examiner des questions de doctrine touchant les corps et les branches et d'en recommander l'approbation du CDTAT.

b. Composition.

- 1) Président - Il s'agit habituellement de l'OSEM du QG FMC ou du directeur de la branche appropriée.
- 2) Membres - Les membres des corps/des branches proviennent du QG FMC ou de l'extérieur, selon les besoins.

c. Terminologie. Les corps et les branches peuvent mettre sur pied leurs propres groupes de travail terminologique (GTT) (voir para 7 et 8 ci-dessous) afin d'aider à formuler des recommandations au CDTAT sur des questions de terminologie anglaise ou française touchant tout particulièrement leurs sphères d'activités. Ces recommandations de nature terminologique doivent être adressées au comité de terminologie française ou au comité de terminologie anglaise pour étude.

6. Groupe de travail des auteurs de doctrine (GTAD).

- a. Introduction. On a envisagé la création du GTAD afin d'accroître la coordination de la doctrine et de resserrer le contrôle exercé sur tous les aspects de la production interne de doctrine.
- b. Autorité. Le président du CDTAT a officiellement autorisé la mise sur pied du GTAD le 21 juin 1989, à l'occasion de la 24^e réunion du CDTAT.

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- c. Concept. Le GTAD a été mis sur pied comme outil de gestion du développement et de la production de la doctrine. Le but n'était pas de conférer des pouvoirs exécutifs à cet organisme mais plutôt des pouvoirs de coordination et d'examen à tous les niveaux de la production de doctrine.
- d. But. Le GTAD sera chargé de gérer le développement et la production des manuels de doctrine approuvés par le CDTAT, sous l'autorité du Secrétariat du CDTAT.
- e. Composition. Le GTAD se compose des personnes suivantes:
 - 1) Président. OSEM EDMC Coord
 - 2) Membres:
 - a) OEM2 Doc Coord (Vice-président)
 - b) OEM2 GNBC (Secrétariat)
 - c) OEM Doc Prod (Secrétariat)
 - d) OEM Stdsn (Secrétariat)
 - e) OSEM Météo
 - f) OSEM Svc Dent
 - g) Aum (P) C
 - h) Aum (CR) C
 - j) OEM2 PM Ops Camp
 - k) OEM2 AB Doc
 - m) OEM2 Artil Doc
 - n) OEM2 Génie Doc
 - p) OEM2 Trans EMDC
 - q) OEM2 Inf Doc

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- r) OEM2 Rens Doc
 - s) OEM2 SC Coord
 - t) OEM Doc, QG 10 GAT
 - u) OEM2 SS Ops
 - v) Président, CTA
 - w) Président, CTF
- 3) Membres invités. Sur convocation du président:
- a) DPSSCT (représentant)
 - b) G-3 Tac, CIC
 - c) OSEM Instr
 - d) OSEM Svc Pers
 - e) OSEM Perf Instr
 - f) DOTIR
 - g) DGGMO
 - h) DGGTM
 - j) DCNBC
 - k) OEPLC
 - m) OEM2 Films
 - n) OEM3 Génie Doc (Chilliwack)
 - p) Auteur Doc (représentant Det FMC Gagetown)
- 4) Secrétaire. OEM2 Doc Coord.
- f. Tâches. Le GTAD a pour mandat de:
- 1) suivre l'évolution du développement et de la production des manuels de doctrine depuis leur conception jusqu'à leur publication et proposer, en temps opportun, des changements, des révisions et des suppressions aux manuels déjà publiés;

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- 2) établir les priorités en matière de traduction et d'arts graphiques;
- 3) suivre le travail de l'auteur afin de respecter la date d'échéance prévue;
- 4) suivre le travail de la section de publication du DSDD afin que le secrétariat du CDTAT puisse intervenir si les délais sont reportés sans raison valable;
- 5) émettre des directives précises aux auteurs afin de réduire le nombre d'exemplaires et la taille des manuscrits;
- 6) agir à titre de conseil de révision pour la PFC 397 - "Guide du processus de production de doctrine à l'intention des auteurs et des éditeurs";
- 7) superviser la transition de la doctrine Corps '86 à la doctrine Corps '96;
- 8) s'assurer de modifier les publications sans tarder par suite des changements apportés à la doctrine, de la mise à jour des STANAG et QSTAG, ou en raison d'autres facteurs extérieurs;
- 9) revoir toutes les publications étrangères autorisées pour s'assurer de leur utilité, de leur pertinence et de leur conformité à la doctrine canadienne actuelle.

g. Responsabilités.

- 1) Président. Outre les responsabilités normalement dévolues à un président, ce dernier doit décider quels points figureront officiellement à l'ordre du jour.
- 2) Membres.
 - a) Donner des renseignements et des conseils sur des sujets de discussion du groupe de travail qui, dans certains cas, peuvent exiger des présentations selon les directives du président.
 - b) Soumettre à l'attention du vice-président des sujets de discussion pouvant être étudiés par le groupe de travail.

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- c) S'assurer que leurs OSEM respectifs connaissent le mode de fonctionnement du groupe de travail.
 - 3) Vice-président et secrétaire. Outre les tâches habituelles, le vice-président ou le secrétaire doit régler tous les détails administratifs entourant les activités du groupe de travail, y compris l'envoi de l'ordre du jour des réunions au moins cinq jours ouvrables avant la tenue de la réunion.
 - h. Fréquence des réunions. Le GIAD se réunira au moins une fois par mois ou selon les directives du président.
7. Comité de terminologie anglaise (CTA).
- a. Responsabilité. Le comité présidé par un major, est chargé d'élaborer et de tenir à jour la terminologie anglaise pour l'Armée de terre. Ceci comprend la production de la partie anglaise du Vocabulaire de l'Armée de terre et du manuel des Abréviations de l'Armée de terre. Il participe également à l'établissement du Lexique militaire des Forces canadiennes, du Glossaire OTAN et du manuel des abréviations des Forces canadiennes. Le comité étudie des questions ayant trait à la terminologie et aux abréviations anglaise et traite d'affaires courantes. Les points controversés sont adressés au CDTAT pour qu'il les solutionne.
 - b. Composition.
 - 1) Président - Major
 - 2) Membres - Tous les auteurs de doctrine du QG FMC
 - OEM2 Doc Coord, QG FMC
 - OEM Stdsn, QG FMC
 - Un représentant du 10 GAT
 - Un représentant du CIC
 - Un représentant du OCEFTC
 - Un représentant du CECFC
 - DTTC 3-5, QGDN
 - Éditeurs, QG FMC
 - Président CTF
 - 3) Secrétaire - on choisit un des représentants du QG FMC.

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8. Comité de terminologie française (CTF).

a. Responsabilités. Le comité, présidé par un major, est chargé d'élaborer et de tenir à jour la terminologie française pour l'Armée de terre. Ceci comprend la production de la partie française du Vocabulaire de l'Armée de terre et le manuel des Abréviations de l'Armée de terre. Il participe également à l'établissement du Lexique militaire des Forces canadiennes, du Glossaire OTAN et du manuel des abréviations des Forces canadiennes. Le comité étudie des questions ayant trait à la terminologie et aux abréviations françaises et traite d'affaires courantes. Les points controversés sont adressés au CDTAT pour qu'il les solutionne.

b. Composition.

1) Président - Major

2) Membres - Un représentant de l'Arme blindée, QG FMC
- Un représentant de l'Artillerie, QG FMC
- Un représentant du Génie, QG FMC
- Un représentant des Transmissions, QG FMC
- Un représentant de l'Infanterie, QG FMC
- Un représentant du Soutien au combat, QG FMC
- Officier d'échange français, QG FMC
- OEM Stdsn, QG FMC
- Éditeurs, QG FMC
- Reviseur, QG FMC
- Coord à la traduction, OCTO, QG FMC
- Un représentant 10 GAT
- DTTC 3-5, QGDN
- Un traducteur, Bureau de la traduction (St-Hubert)
- Un terminologue du Secrétariat d'État (Ottawa)

3) Secrétaire - on choisit un des représentants du FMC.

9. Bureau de première responsabilité (BPR). Il s'agit de l'organisme qui détient la première responsabilité, par le biais du Secrétariat d'État, de s'assurer que le fond et la forme d'une publication donnée (voir annexe C) sont en tous points à jour, exacts et complets tant que le document demeure en vigueur.

10. Source primaire (P). Il s'agit d'un organisme qui fournit l'apport principal ou primaire au BPR en ce qui concerne une publication donnée (voir annexe C).

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11. Source secondaire (S). Il s'agit de l'organisme qui contribue à une publication donnée (voir annexe C).

AUTRES ORGANISMES

12. Généralités. Un certain nombre d'organismes participent à la production de publications de doctrine. On donne à l'annexe A le diagramme du processus de publication. La fonction des organismes est décrite brièvement dans les paragraphes subséquents.

13. Direction - Administration du Ministère (D Adm M). Cette direction du QGDN est chargée d'examiner les publications non techniques canadiennes (Programmes A et B de l'IDDN). C'est au D Adm M qu'il faut demander l'autorisation de déroger au processus de publication expliqué à l'annexe A.

14. Direction - Services de documentation et de dessin (DSDD). Cette direction est chargée de surveiller le processus de production des publications des forces canadiennes (PFC).

15. Direction - Traduction et terminologie (coordination) (DTTC). La DTTC est chargée de faire traduire les PFC avant leur publication et de coordonner l'établissement de la terminologie des Forces canadiennes.

16. Direction - Obtention et approvisionnement (Matériel d'usage collectif) (DOAMUC). Cette direction s'occupe de la gestion d'articles servant à la production de publication étrangères et canadiennes.

17. Dépôt des publications des Forces canadiennes (DPFC). Le DPFC est chargé de distribuer les publications.

FONCTIONS DU PERSONNEL DU CDTAT

18. Généralités. Le Secrétariat a pour fonction de préparer et de tenir les réunions du CDTAT, des Conseils des corps et des branches, des Comités de terminologie et les colloques de doctrine bilatéraux.

19. Fréquence des réunions. Le CDTAT se réunit habituellement deux ou trois fois par année. Des réunions spéciales peuvent être convoquées par le président sur les conseils du Secrétariat.

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20. Préparation administrative. Le Secrétariat rédige un ordre du jour et rassemble les documents appropriés pour distribution aux membres au moins 30 jours avant la réunion. Les documents de référence doivent être rédigés sur le modèle d'un exposé militaire. Le Secrétariat rédige le procès-verbal de la réunion et le distribue dans les 10 jours qui suivent. Le bulletin de doctrine de l'Armée de terre est rédigé dès que possible après chaque réunion.

21. Administration. Toute question administrative touchant les réunions du CDTAT, des Conseils des corps et des branches, des Comités de terminologie et des colloques de doctrine bilatéraux relève du secrétariat.

1150-110/D127 (DTWG)

1150-110/D127 (GTTD)

31 October 1990

le 31 octobre 1990

CONCEPT
FOR A
DEFENCE TERMINOLOGY
MANAGEMENT SYSTEM (DTMS)

CONCEPT RELATIF À LA MISE
EN OEUVRE D'UN SYSTÈME DE
GESTION DE LA TERMINOLOGIE
DE LA DÉFENSE (SGTD)

Reference: Sixth meeting of the
Defence Terminology
Working Group
(DTWG), 13 June 1990

Référence: Sixième réunion du
Groupe de travail sur
la terminologie de la
Défense (GTTD), tenue
le 13 juin 1990

BACKGROUND

1. The requirement for DND to standardize and manage its terminology as a corporate entity was strongly endorsed by senior management at NDHQ and the Commands in 1988. This endorsement led to a decision, in June 1989, to develop and implement a Defence Terminology Management System (DTMS). This concept paper, prepared by the DTWG, is intended to set forth a basis for the implementation of the DTMS.

OBJECTIVES

2. The objectives of the DTMS are to standardize terminology in DND/CF, to promote the use of approved terminology with consistency and accuracy in both official languages, and to ensure efficient and comprehensive management of all terminology activities, including the needs of the force development process which encompasses key aspects of DND military operations and materiel standardization activities.

CONTEXTE

1. En 1988, la haute direction du Quartier général de la Défense nationale (QGDN) et des commandements ont convenu à l'unanimité que le ministère de la Défense nationale (MDN) se devait d'uniformiser et de gérer sa terminologie. Suite à cette prise de position, on a décidé, en juin 1989, d'élaborer et de mettre en place un système de gestion de la terminologie de la Défense (SGTD). Le présent document, qui a été préparé par le GTTD, a pour objet de jeter les bases du SGTD.

OBJECTIFS

2. Le SGTD vise à uniformiser la terminologie au sein du MDN et des FC, à encourager un emploi uniforme et exact de la terminologie approuvée dans les deux langues officielles ainsi que d'assurer la gestion efficace et globale de toutes les activités terminologiques, y compris celles qui répondent aux besoins liés au processus de développement des Forces, processus englobant des aspects clés des opérations militaires du MDN et des activités de standardisation du matériel.

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THE SYSTEM

3. The terminology standardization programs must contain a clear delineation of responsibilities down the chain of command as well as accountability measures, to ensure that the programs are well managed, endure and result in effective standardization within a practicable time period.

4. The DTMS is an integrated system whereby management principles and practices are applied to the functions of standardizing defence terminology and promoting its uniform use. The System must satisfy the requirements of the Official Languages Act, the Treasury Board Management of Government Information Holdings Policy and the linguistic and non-linguistic considerations in the standardization of terminology. The System consists of doctrine, policies, procedures, organizational structures and the associated resources of equipment, personnel and communication services.

AIM

5. The aim of the DTMS is to achieve a consistent and accurate use of terminology in DND and the CF.

LE SYSTÈME

3. On doit inclure dans les programmes d'uniformisation terminologique une description claire des responsabilités incombant à chacun des niveaux de la chaîne de commandement ainsi que des mesures de responsabilisation afin de s'assurer que ces programmes soient bien gérés, qu'ils soient durables et qu'ils permettent une uniformisation efficace dans un délai raisonnable.

4. Le SGTD est un système intégré dans le cadre duquel on se sert des principes et des pratiques de gestion en vue d'uniformiser la terminologie de la Défense et d'encourager son emploi uniforme. Le système doit satisfaire aux exigences de la Loi sur les langues officielles et de la politique du Conseil du Trésor sur la gestion des fonds de renseignements administratifs ainsi que tenir compte des considérations linguistiques et non linguistiques qui sont liées à l'uniformisation de la terminologie. Ce système comprend une doctrine, des politiques, des procédures, des structures organisationnelles ainsi que les ressources connexes nécessaires, soit le matériel, le personnel et les services de communication.

OBJET

5. Le SGTD a pour objet d'amener les utilisateurs du MDN et des FC à employer une terminologie uniforme et exacte.

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DEFINITIONS

6. The following definitions are given for the purpose of this paper in order that it may be interpreted in the same manner by all concerned.

a. Term

A word or a combination of words used to express a definite concept.

b. Terminology

(1) the set of terms related to a given subject field or discipline;

(2) the systematic study of the labelling or designating of concepts particular to one or more subject fields, through research and analysis of terms in context, for the purpose of documenting and promoting correct usage.

DÉFINITIONS

6. Les définitions suivantes visent à permettre à tous les intéressés d'interpréter le présent document de la même façon.

a. Terme

Un mot ou un ensemble de mots servant à exprimer un concept précis.

b. Terminologie

(1) L'ensemble des mots liés à un sujet, à un domaine ou à une discipline donnés;

(2) l'étude systématique de la dénomination ou de la désignation des concepts appartenant à un ou plusieurs domaines, par la recherche et l'analyse de termes en contexte, en vue d'encourager un usage correct.

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c. Defence Terminology

Defence terminology is the sum total of military operational and organization terminology; general and specialized technical terminology; and administrative and organizational terminology relating to government operations.

d. Terminology Management (DND)

An administrative process by which DND directs, administers, coordinates and controls the terminology which is used in DND and the CF.

e. Terminological consistency

A state of uniformity, in both OL, in relation to the usage of a term to designate a particular and well identified concept in a given subject field. Consistency

c. Terminologie de la Défense

La terminologie de la Défense est constituée de l'ensemble de la terminologie opérationnelle et organisationnelle dans le domaine militaire, de la terminologie technique générale et spécialisée ainsi que de la terminologie administrative et organisationnelle ayant trait aux opérations du gouvernement.

d. Gestion de la terminologie (MDN)

Processus administratif au moyen duquel le MDN dirige, administre, coordonne et contrôle la terminologie utilisée au MDN et dans les FC.

e. Uniformité terminologique

Un état d'uniformité, dans les deux langues officielles, relativement à l'usage d'un terme servant à désigner un concept particulier et bien déterminé dans un domaine donné.

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may exist within a publication, within a series of publications or in relation to all DND publications, or other information media, dealing with that particular concept.

f. Terminology Standardization (DND).

The process that leads to the official approval of a validated terminology by the appropriate DND authorities, together with the establishment of the necessary mechanisms to promote and ensure the use of this terminology in DND information holdings.

g. Functional authorities.

An expression used to designate the OPIs of Capability Components.

L'uniformité peut s'appliquer à une publication, à une série de publications ou à toutes les publications du MDN, ou à tous les autres documents d'information, liées à ce concept particulier.

f. Uniformisation de la terminologie (MDN).

Le processus qui mène à l'approbation officielle d'une terminologie sanctionnée par les autorités compétentes du MDN, et à l'établissement des mécanismes nécessaires pour encourager et assurer l'emploi de cette terminologie dans les documents d'information du MDN.

g. Autorités fonctionnelles

Expression utilisée pour désigner les BPR des éléments de capacité.

.../6

- 6 -

INTRODUCTION TO DTMS OPERATIONAL CONCEPT

7. DND cannot possibly manage terminology that escapes its review procedures. Terminology management necessarily implies keeping an accurate inventory of all significant terminology items and of their usage, correct or not, in DND produced information. The DTMS concept must therefore be one of dynamic interaction between DND information holdings, the publication production process and the central terminology data base, each contributing to the betterment of the others. More precisely: all terminology being standardized and all significant terminology in existing and future DND information holdings must gradually be entered in the data base; conflicts must be resolved; and the data base records must be updated with the information required to determine correct and consistent usage of terms.

NATURE AND SCOPE OF STANDARDIZATION REQUIREMENTS

8. The terminology standardization requirements of DND are of two main types:

INTRODUCTION AU CONCEPT OPÉRATIONNEL DU SGTD

7. Le MDN est dans l'impossibilité de gérer la terminologie qui échappe à ses procédures d'examen. Par conséquent, la gestion de la terminologie implique nécessairement un inventoriage exact de tous les termes importants et de leur emploi, correct ou non, dans les documents d'information du MDN. Dans un tel contexte, le concept du SGTD doit être fondé sur une interaction dynamique et mutuellement bénéfique entre les responsables des documents d'information du MDN, du processus de production des publications et de la base centrale de données terminologiques. En d'autres mots, il faut entrer graduellement dans la base de données tous les termes uniformisés et tous les termes importants utilisés dans les documents d'information actuels et futurs du MDN, régler les conflits et mettre à jour les fiches de la base de données en y ajoutant les informations qui permettront de déterminer l'emploi correct et uniforme des termes.

NATURE ET PORTÉE DES BESOINS D'UNIFORMISATION

8. Les besoins du MDN en matière d'uniformisation terminologique se divisent en deux catégories principales:

.../7

- 7 -

- a. the development of terms and definitions in English, French or both, to designate and characterize those concepts which, in Canada, are exclusive to DND. The total number of terms/definitions affected is estimated at 30,000, of which approximately 4,000 have already been standardized;
- b. the adoption of single terms in English, French or both, to designate those concepts, mostly technical in nature, which are not exclusive to DND and which are adequately characterized (defined) in commercial dictionaries but for which different terms (synonyms) are found in those dictionaries. This requirement is based on a need to minimize the use and proliferation of synonyms for reasons of clarity. Lack of clarity can lead to decreased effectiveness or productivity and,
- a. l'uniformisation de termes et de définitions, en anglais, en français ou dans les deux langues, en vue de désigner et de caractériser les concepts qui, au Canada, sont propres au MDN; cette catégorie comprend au total quelque 30 000 termes et définitions, dont environ 4 000 ont déjà été uniformisés;
- b. l'adoption de termes uniques, en anglais, en français ou dans les deux langues, en vue de désigner les concepts, principalement d'ordre technique, qui ne sont pas propres au MDN et qui sont bien caractérisés (définis) dans les dictionnaires commerciaux, mais pour lesquels on donne dans ces ouvrages différents équivalents (synonymes). L'objectif de cette uniformisation est de réduire l'usage et la prolifération de synonymes pour favoriser la clarté. En effet, le manque de clarté peut nuire à l'efficacité ou à la productivité et même

.../8

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possibly, jeopardize safety. The total number of terms involved is estimated to be in the neighborhood of 500,000 of which an estimated 15,000 have already been established.

compromettre la sécurité. On estime à 500 000 le nombre total de termes touchés, parmi lesquels environ 15 000 ont déjà été établis.

PRINCIPLES

9. The development and implementation of the DTMS are based on the application of the following principles:

- a. must provide for one central departmental coordinating agency;
- b. must provide for one central departmental terminology data base accessible to all authorized users;
- c. must ensure that the responsibility for the development and approval of terminology rests with the functional authorities;
- d. must respond to departmental terminology requirements and priorities as identified by the functional authorities;

PRINCIPES

9. L'élaboration et la mise en oeuvre du SGTD sont fondées sur l'application des principes suivants:

- a. établir un organisme de coordination central au sein au Ministère;
- b. établir une base centrale de données terminologiques accessible à tous les utilisateurs autorisés;
- c. veiller à ce que les autorités fonctionnelles soient chargées d'élaborer et d'approuver la terminologie nécessaire;
- d. répondre aux besoins et respecter les priorités terminologiques ministériels déterminés par les autorités fonctionnelles;

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- | | |
|---|---|
| e. must ensure that all activities, that may affect, or be affected by, existing DND terminology or that will introduce new terminology in DND, interact with the DTMS; | e. veiller à ce que toutes les activités qui peuvent toucher ou être touchées par la terminologie du MDN, ou qui auront pour effet d'introduire de la nouvelle terminologie au MDN, interagissent avec le SGTD; |
| f. must provide terminology support to other DND information systems; | f. apporter un soutien terminologique aux autres systèmes d'information du MDN; |
| g. must be capable of interacting with other terminology sources as required; | g. faire en sorte que le SGTD puisse interagir, au besoin, avec d'autres sources terminologiques; |
| h. must contain a mechanism for the resolution of conflicts at the <u>lowest possible level</u> ; and | h. mettre en place un mécanisme permettant de régler les conflits au niveau le plus bas possible; et |
| j. must recognize the existence of linguistic and non-linguistic considerations in the standardization of Defence terminology. | j. reconnaître l'existence de considérations linguistiques et non linguistiques qui sont liées à l'uniformisation de la terminologie de la Défense. |

FUNCTIONS OF THE DTMS

10. The main functions of the DTMS are:

FONCTIONS DU SGTD

10. Voici les principales fonctions du SGTD:

.../10

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a. the development of
terminology which
includes -

- (1) establishing terminology standardization requirements and priorities,
- (2) capturing (extracting) the terminology in need of standardization from relevant information holdings,
- (3) collating (comparing) the terminology in need of standardization with the content of the central terminology data base to gather relevant information, and
- (4) researching all relevant sources, resolving any terminology conflicts and validating terminology proposals for approval by the functional authorities;

a. élaborer la
terminologie,
c'est-à-dire -

- (1) établir les besoins et les priorités en matière de terminologie,
- (2) extraire la terminologie ayant besoin d'être uniformisée des documents d'information pertinents,
- (3) comparer la terminologie ayant besoin d'être uniformisée au contenu de la base centrale de données terminologiques afin de recueillir les informations pertinentes,
- (4) effectuer des recherches dans toutes les sources pertinentes, régler tous les conflits terminologiques et sanctionner la terminologie proposée à des fins d'approbation par les autorités fonctionnelles;

.../11

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b. the approval of
proposed terminology
which includes -

- (1) verifying that the established DTMS developmental procedures have been followed,
- (2) confirming, by the appropriate authority that the proposed terminology is approved, and
- (3) informing the central DTMS coordinator of the approved terminology and its applicability;

c. the promulgation of
approved terminology
which includes -

- (1) confirming that the established DTMS approval procedures have been followed,
- (2) entering the approved terminology in the central data base as DND approved along with any additional information required for its correct usage in context,

b. approuver la
terminologie proposée,
c'est-à-dire:

- (1) s'assurer que les procédures d'élaboration relatives au SGTD ont été suivies,
- (2) confirmer officiellement que la terminologie proposée a été approuvée, et
- (3) transmettre la terminologie approuvée au coordonnateur principal du SGTD et lui indiquer sont domaine d'application;

c. promulguer la
terminologie
approuvée,
c'est-à-dire:

- (1) confirmer que les procédures d'approbation relatives au SGTD ont été suivies,
- (2) entrer dans la base centrale de données terminologiques la terminologie approuvée par le MDN et toutes les informations supplémentaires nécessaires à son bon emploi en contexte,

.../12

- 12 -

- | | |
|--|---|
| (3) informing users of approval, effective date and of implementation factors as applicable, and | (3) informer les utilisateurs de l'approbation de la terminologie, de la date d'entrée en vigueur de celle-ci et des facteurs de mise en oeuvre, le cas échéant, et |
| (4) making the approved terminology available to all authorized users; | (4) mettre la terminologie approuvée à la disposition des utilisateurs autorisés; |
| d. <u>the management of terminology data</u> which includes - | d. <u>gérer les données terminologiques</u> , c'est-à-dire : |
| (1) storing raw and processed terminology data, | (1) enregistrer les données terminologiques brutes et traitées, |
| (2) updating terminology data, and | (2) mettre à jour les données terminologiques, et |
| (3) controlling access to and distribution of terminology data; and | (3) contrôler l'accès aux données terminologiques et leur diffusion; et |
| e. <u>the monitoring of usage of terminology</u> which includes - | e. <u>contrôler l'usage de la terminologie</u> , c'est-à-dire - |
| (1) promoting the use of approved terminology throughout DND, | (1) encourager l'emploi de la terminologie approuvée dans tout le MDN, |

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- (2) verifying that approved terminology is used accurately and consistently, and
- (3) taking corrective action in cases where terminology is used incorrectly or inconsistently.

- (2) s'assurer que la terminologie approuvée est utilisée d'une façon exacte et uniforme, et
- (3) prendre les mesures correctives nécessaires lorsque la terminologie est utilisée d'une manière incorrecte ou non uniforme.

RESPONSIBILITIES OF THE DTMS
COORDINATOR

11. The central DTMS coordinator is responsible for:

- a. the administration of the DTMS;
- b. the provision of advice and assistance to functional authorities in matters of terminology standardization;
- c. the maintenance and management of the DND terminology data base;
- d. the coordination of the resolution of terminology conflicts which transcend functional authority boundaries or designated responsibility areas;

RESPONSABILITÉS DU COORDONNATEUR
DU SGTD

11. Voici les responsabilités du coordonnateur principal du SGTD:

- a. administrer le SGTD;
- b. conseiller et aider les autorités fonctionnelles en matière d'uniformisation terminologique;
- c. tenir et gérer la base de données terminologiques du MDN;
- d. coordonner le règlement des conflits terminologiques qui transcendent le cadre des autorités fonctionnelles;

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- | | |
|--|---|
| e. the establishment of procedures and the provision of services for the interaction between information holdings, the publication process, and the data base; | e. établir les procédures et fournir les services nécessaires à l'interaction entre les documents d'information, le processus de publication et la base de données; |
| f. the promulgation of approved terminology; | f. promulguer la terminologie approuvée; |
| g. the dissemination of approved terminology to authorized users; | g. transmettre la terminologie approuvée aux utilisateurs autorisés; |
| h. the coordination of terminological support with the Department of the Secretary of State which has the mandate to standardize the terminology commonly used within the Public Service of Canada at large; | h. coordonner le soutien terminologique de la part du Secrétariat d'état, lequel a notamment pour mandat d'uniformiser la terminologie d'usage courant dans l'ensemble de la fonction publique; |
| j. the coordination and administration of Canada's participation in the NATO Terminology Standardization Program; | j. coordonner et administrer la participation du Canada au programme de normalisation de la terminologie de l'OTAN; |
| k. the coordination with agencies, departments and organizations external to DND in matters of terminology; and | k. effectuer le coordination avec les organismes, ministères et organisations externes en ce qui concerne la terminologie; |

.../15

- 15 -

- m. the evaluation of the effectiveness of the DTMS in order to initiate corrective action when required.

- m. évaluer l'efficacité du SGTD afin de proposer les mesures correctives qui s'imposent.

RESPONSIBILITIES OF THE
FUNCTIONAL AUTHORITIES

12. Functional authorities are responsible for the standardization of the terminology over which they have authority. This involves:

- a. developing and implementing terminology programs and procedures consistent with the DTMS principles and procedures, which will allow them to -
- (1) develop and approve their terminology, and
- (2) control its use, for accuracy and consistency, in their information holdings;
- b. bringing to the attention of the DTMS coordinator terminology conflicts which transcend functional authority boundaries; and

RESPONSABILITÉS DES AUTORITÉS
FONCTIONNELLES

12. Il incombe aux autorités fonctionnelles de veiller à l'uniformisation de la terminologie qui relève de leur compétence, c'est-à-dire:

- a. élaborer et mettre en oeuvre des programmes et des procédures terminologiques qui soient conformes aux principes et aux procédures liés au SGTD et qui leur permettront ce qui suit -
- (1) élaborer et approuver leur terminologie, et
- (2) contrôler l'emploi de celle-ci dans les documents d'information à des fins d'exactitude et d'uniformité;
- b. porter à l'attention du coordonnateur du SGTD les conflits terminologiques qui transcendent le cadre des autorités fonctionnelles; et

.../16

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- c. evaluating the effectiveness of their standardization programs and taking corrective action as necessary.

- c. évaluer l'efficacité de leurs programmes d'uniformisation et prendre les mesures correctives nécessaires au besoin.

ROLE OF THE MILITARY AND
TECHNICAL TERMINOLOGY DIVISION
(MTTD) (SECRETARY OF STATE)

RÔLE DE LA DIVISION DE
TERMINOLOGIE MILITAIRE ET
TECHNIQUE (DTMT) (SECRÉTARIAT
D'ÉTAT)

13. The role of the MTTD is to provide terminological support to DND. This may include:

13. La DTMT a pour rôle d'apporter le soutien terminologique nécessaire au MDN, ce qui peut comprendre:

- a. providing professional advice to DND in matters of terminology standardization and linguistics;
- b. identifying, extracting and listing terminological units embedded in text;
- c. revising terminology proposals for linguistic accuracy and equivalency between the two official languages;
- d. analysing terms and definitions in one language and developing equivalents in the other language;

- a. conseiller le MDN d'une façon professionnelle en matière d'uniformisation et de linguistique;
- b. tirer des textes les unités terminologiques pertinentes et en dresser la liste;
- c. examiner les propositions d'ordre terminologique en vue de confirmer l'exactitude linguistique et l'équivalence entre les deux langues officielles;
- d. analyser des termes et des définitions dans une langue et établir des équivalents dans l'autre langue;

.../17

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- | | |
|--|--|
| e. carrying out special terminology research projects in a given subject field when required; | e. réaliser au besoin des projets spéciaux de recherche terminologique dans un domaine donné; |
| f. providing for the participation of terminologists and translators in terminology committees or working groups as required; | f. arranger la participation de terminologues et de traducteurs au besoin, à des comités ou à des groupes de travail sur la terminologie; |
| g. participating in the publication of interdepartmental vocabularies and glossaries; and | g. participer à la publication de vocabulaires et de glossaires interministériels; et |
| h. ensuring that DND-approved terminology is entered in the Government of Canada linguistic data bank, TERMIUM, managed by Secretary of State. | h. s'assurer que la terminologie approuvée du MDN est entrée dans la banque de données linguistiques du gouvernement du Canada (appelée TERMIUM), qui est gérée par le Secrétariat d'état. |

RESPONSIBILITIES OF USERS

14. All DND personnel are responsible for accurate and consistent use of terminology in their work. This implies:

- a. consulting the DND terminology data base or other available DND reference sources for accurate usage of DND approved terms; and

RESPONSABILITÉS DES UTILISATEURS

14. Tous les membres du personnel du MDN doivent s'assurer que la terminologie qu'ils utilisent au travail est exact et uniforme, c'est-à-dire :

- a. consulter la base de données terminologiques du MDN ou autres sources de référence de ce dernier en vue d'utiliser les termes approuvés d'une façon correcte;

.../18

- 18 -

b. consulting with the functional authority concerned, when no approved term is available, when there is uncertainty as to the approved term, or when a new military term is to be introduced.

b. consulter les autorités fonctionnelles compétentes lorsqu'il n'existe pas de terme approuvé pour désigner un concept donné, lorsque subsiste une incertitude à propos d'un terme approuvé ou lorsqu'il faut introduire un nouveau terme militaire.

1211-CIS



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Canada
K1A 0K2

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

3145-5-2 (DIE)

January 1991

CIS Multilingual Services

TREATY ON CONVENTIONAL ARMED FORCES
IN EUROPE - TRANSLATION

Ref: Request number 3742737 20 Dec 90

1. I would like to take this opportunity to thank CIS Multilingual for their prompt translation services during the Christmas/New Years period.
2. As part of the Treaty on Conventional Armed Forces in Europe, the Soviet Union provided a detailed breakdown of their Armed Forces. In order for DG Int staffs to provide a timely initial assessment of the Soviet data, it was first necessary to have some parts of it translated into English. The data was submitted just prior to Christmas and returned in the first week of January 1991.
3. Again, thank you for the prompt service.

J.E.P. Lalonde
Brigadier-General
Director General Intelligence

MEMORANDUM

P/A
-CIS
1211-1 (DIPD)

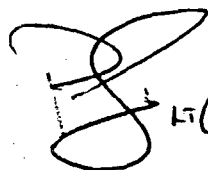
22 Nov 90

SO DG Int

OFFICIAL LANGUAGES ANNUAL REPORT-DIPD

Refs: A. 1211-1 (VCDS/GCOL) 06 Nov 90
B. 1211-CIS (SO DG Int) 14 Nov 90

1. At reference A, DG Int was reminded of the upcoming official languages reporting date. As a result, SO DG Int requested Directors to forward their official languages reports and statistical information by 22 Nov 90.
2. In accordance with Annex A to reference A, DIPD has:
 - a. not received any complaints concerning our compliance with the Communications Guide;
 - b. one civilian position (Secretary)-this is not a bilingual position;
 - c. not made any changes in participation of Francophones in management;
 - d. made no progress in the use of French in meetings, however, we continue to press DPCO/Int to load junior officers on French language training so we may maximize the use of both official languages in the work place; and
 - e. put into place DG Int's policy whereby all outgoing covering letters on intelligence material (50 per week) and a major intelligence bulletin (DIB) are written in a bilingual format.
3. The NDHQ official languages action plan report for my directorate is enclosed.

 15(2) | 2-2 |

JH Newman
J.H. Newman
Maj
A/DIPD
998-0277

Enclosures:

NDHQ OFFICIAL LANGUAGES ACTION PLAN REPORT
RAPPORT SUR LE PLAN D'ACTION DU QGDN - LANGUES OFFICIELLES

Group/Branch/UNIT
Groupe/branche/unité DIPD

Date: 22 NOV 90

TELEPHONE/TÉLÉPHONE

Initial Contact - bilingual response (%) 100%
Premier Contact - réponses bilingues (%)

Service offered in French (%) 20%
Service offert en Français (%)

BILINGUALISM - LANGUAGE OF WORK/BILINGUISME - LANGUE DE TRAVAIL

	Maj/LCdr & Abv	All Officers	All NCMs	CF Total	SM-2 & Abv	Civilian Total	
# Positions	4	8	4	12	-	1	# postes
# Bilingual Positions	3	3	1	4		0	# postes bilingues
% Bilingual Positions	75	35	25	33		0	% postes bilingues
# Bilingual Positions Filled	3	3	1	100		0	# postes bilingues occupés
# Filled by Qualified Personnel	0	0	1	1		1	# occupés par du personnel qualifié
% Filled by Qualified Personnel ***	0	0	100	10		1	% occupés par du personnel qualifié ***
# Personnel (Anglo & Franco)	3	7	4	11		1	# personnel (anglo et franco)
# Bilingual Personnel	0	0	1	1		0	# personnel bilingues
% Bilingual Personnel	0	0	25	10		0	% personnel bilingues
# Francophones	0	0	1	1		0	# francophones
% Francophones	0	0	1	10		0	% francophones
	Maj/Lcdr et plus	Tous les Officiers	Tout le PNO	Total FC	GS-2 et plus	Total civil	

*** % based on total filled bilingual positions/*** % basé sur les postes bilingues occupés

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

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

31 Mar/31 mars	30 Sep/30 sep
10	10
0	0
0	0

Note: Group/Branch/Division/Directorate regularly scheduled meetings only.
Nota: Réunions écoulées de façon régulière de Groupe/Branche/Division et Directeurat seulement.

MEMORANDUM

-CIS
1211-1 (DCFAP)

14 Nov 90

DGISS Adm

OFFICIAL LANGUAGES ANNUAL REPORT 1990

Refs: A. 1211-1 (DGISS Adm) 08 Nov 90
B. 1211-1 (VCDS GCOL) 06 Nov 90

1. As discussed earlier the following info refers to Anx
A to ref B:

- a. complaints concerning compliance with the
Communications Guide (Appendix 1) on the
preparation of correspondence in the
appropriate languages(s); nil complaints
- b. any staffing activities related to
bilingual civilian positions completed
during the past quarter; nil staffing
- c. any changes in the participation of
Francophones in the management category
which have occurred during the past
quarter; nil this
quarter
- d. progress achieved in the increased use
of French in meetings within their own
areas of responsibility; and nil
- e. any new initiatives which further
the achievement of the aim. all CFA Adm
Instrs,
Policy Letters,
Annual Tasking
Letters and
other CFA Pubs
such as CFA
Instrs Vol I and
Vol II are in
the bilingual
format

D.M. Robison
D.M. Robison
Cdr
DCFAP
8-0264

MEMORANDUM

1211-1 (DGISS ADM)

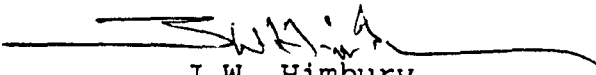
8 Nov 90

Distribution List

OFFICIAL LANGUAGES
ANNUAL REPORT 1990

Ref: 1211-1 (VCDS GCOL) 06 Nov 90

A report from your Directorate is required IAW ref. Would you please forward replies to the undersigned by 21 Nov 90 to permit a DGISS consolidated reply.


J.W. Himbury
Maj
DGISS ADM
998-0266

DISTRIBUTION LIST

Action

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DCFAP 2

Pre late for action



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Canada
K1A 0K2

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

1211-1 (VCDS GCOL)

6 November 1990

Distribution List

**OFFICIAL LANGUAGES (OL) IN NDHQ
1990 ANNUAL REPORT**

Ref: 1243-23-2 (CDS/DM)
18 November 1988

1. This memorandum is a reminder that all VCDS Group Units are to prepare and submit an OL Annual Report in accordance with CDS/DM direction, contained in the ref. The report should cover the five subjects specified at Annex A.

2. The statistical portion of the report (parts B and C) to be completed are shown at Annex B. All statistics must be as of 31 October 1990.

3. OL Annual Reports are to be submitted to VCDS GCOL (DSecur Ops 2) by 23 November 1990.

1211-1 (CLO DE CP VCEMD)

le 6 novembre 1990

Liste de diffusion

**LES LANGUES OFFICIELLES (LO) AU QGDN
RAPPORT ANNUEL DE 1990**

Réf: 1243-23-2 (CEMD/SM) du
18 novembre 1988

1. Cette note de service est un rappel à toutes les unités du Groupe du VCEMD de soumettre un rapport annuel des LO, en accord avec la réf. Le rapport devra discuter et répondre des sujets, dont la description est à l'Annexe A.

2. En ce qui concerne les données de statistiques du rapport (parties B et C), veuillez voir l'Annexe B. Toutes statistiques doivent être en date du 31 octobre 1990.

3. Les rapports annuels des LO doivent être présentés au Coord LO de Gp VCEMD pour le 23 novembre 1990.

Directeur - Opérations de sécurité 2
Pour le Chef de l'état-major de la Défense
Le lieutenant-colonel P.M. Samson

P.M. Samson
Lieutenant Colonel
Director Security Operations 2
for Chief of the Defence Staff

Attachments:

Annexes et appendices:

.../2

- 2 -

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COMDT CFSPDB	

Annex A
To 1211-1 (VCDS GCOL)
Dated: 6 November 1990

Annexe A
De 1211-1 (CLO DE CP VCEMD)
Datée le 6 novembre 1990

REPORT

1. Each unit will submit a report on the following:

- a. complaints concerning compliance with the Communications Guide (Appendix 1) on the preparation of correspondence in the appropriate language(s);
- b. any staffing activities related to bilingual civilian positions completed during the past quarter;
- c. any changes in the participation of Francophones in the management category which have occurred during the past quarter;
- d. progress achieved in the increased use of French in meetings within their own areas of responsibility; and
- e. any new initiatives which further the achievement of the aim.

RAPPORT

1. Chaque unité devra présenter un rapport sur les points suivants:

- a. plaintes contre la préparation de la correspondance dans la (les) langue(s) appropriée(s) conformément au Guide de communication (Appendice 1);
- b. toutes activités dans le domaine de la dotation de postes bilingues complétées au cours du dernier trimestre;
- c. chaque changement quant à la participation des francophones au sein de la catégorie de gestion au cours du dernier trimestre;
- d. progrès réalisés quant à l'accroissement de l'utilisation du français au cours des réunions tenues dans chaque groupe; et
- e. toute mesure nouvelle qui permet de se rapprocher du but à atteindre.

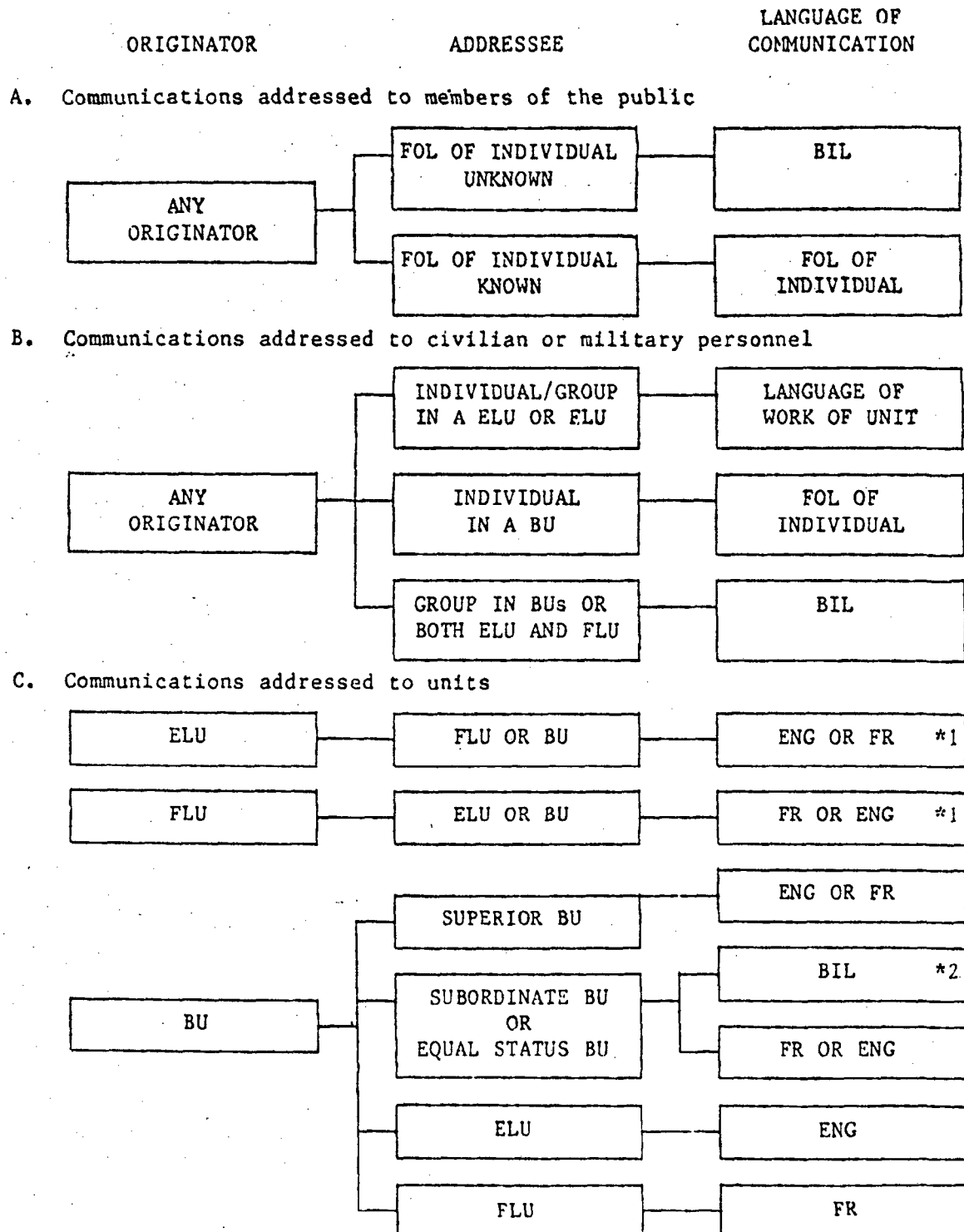
10 Annex A

To 1211-1 (VCDS GCOL)

Dated: 6 November 1990

COMMUNICATION GUIDE

(The linguistic designation of units is given in Canadian Forces Addresses, A-AD-133-001/AX-001)



*1 ENG or FR can be used but normally the language of work of the originator will be used

*2 If correspondence is intended for wide readership

Dated: 6 November 1990

Date: 16 novembre 1990

NDHQ OFFICIAL LANGUAGES ACTION PLAN REPORT
RAPPORT SUR LE PLAN D'ACTION DU QGDN - LANGUES OFFICIELLES

Group/Branch/UNIT
Groupe/Branch/Unité

Date: _____

A. TELEPHONE/TÉLÉPHONE

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

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

3. BILINGUALISM - LANGUAGE OF WORK/BILINGUISME - LANGUE DE TRAVAIL

	Maj/LCdr & Abv	All Officers	All NCMs	CF Total	SM-2 & Abv	Civilian Total	
# Positions							# postes
# Bilingual Positions							# postes bilingues
% Bilingual Positions							% postes bilingues
# Bilingual Positions Filled							# postes bilingues occupés
# Filled by Qualified Personnel							# occupés par du personnel qualifié
% Filled by Qualified Personnel ***							% occupés par du personnel qualifié ***
# Personnel (Anglo & Franco)							# personnel (anglo et franco)
# Bilingual Personnel							# personnel bilingues
% Bilingual Personnel							% personnel bilingues
# Francophones							# francophones
% Francophones							% francophones
	Maj/Lcdr et plus	Tous les Officiers	Tout le PNO	Total FC	GS-2 et plus	Total civil	

*** % based on total filled bilingual positions/*** % basé sur les postes bilingues occupés

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

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

31 Mar/31 mars	30 Sep/30sep

Note: Group/Branch/Division/Directorate regularly scheduled meetings only.
Nota: Réunions cédulées de façon régulière de Groupe/Branch/Division et Directeurat seulement.

MEMORANDUM

PA
1211-CIS (SO/DG INT)

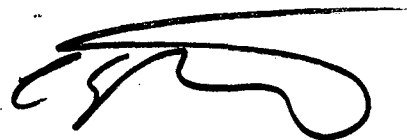
14 Nov 90

Distribution List

OFFICIAL LANGUAGES ANNUAL REPORT

Ref: 1211-1 (VCDS GCOL) 06 NOV 90

Please forward the info requested at ref to SO/DG Int by 22 Nov.



C.M.B. Hughes
Capt
SO/DG Int
991-4228

Enclosure: 1

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Défense nationale

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Ottawa, Canada
K1A 0K2

1211-1 (VCDS GCOL)

6 November 1990

Distribution List

OFFICIAL LANGUAGES (OL) IN NDHQ
1990 ANNUAL REPORT

Ref: 1243-23-2 (CDS/DM)
18 November 1988

1. This memorandum is a reminder that all VCDS Group Units are to prepare and submit an OL Annual Report in accordance with CDS/DM direction, contained in the ref. The report should cover the five subjects specified at Annex A.

2. The statistical portion of the report (parts B and C) to be completed are shown at Annex B. All statistics must be as of 31 October 1990.

3. OL Annual Reports are to be submitted to VCDS GCOL (DSecur Ops 2) by 23 November 1990.

1211-1 (CLO DE CP VCEMD)

1e 6 novembre 1990

Liste de diffusion

LES LANGUES OFFICIELLES (LO) AU QGDN
RAPPORT ANNUEL DE 1990

Réf: 1243-23-2 (CEMD/SM) du
18 novembre 1988

1. Cette note de service est un rappel à toutes les unités du Groupe du VCEMD de soumettre un rapport annuel des LO, en accord avec la réf. Le rapport devra discuter et répondre des sujets, dont la description est à l'Annexe A.

2. En ce qui concerne les données de statistiques du rapport (parties B et C), veuillez voir l'Annexe B. Toutes statistiques doivent être en date du 31 octobre 1990.

3. Les rapports annuels des LO doivent être présentés au Coord LO de Gp VCEMD pour le 23 novembre 1990.

Directeur - Opérations de sécurité 2
Pour le Chef de l'état-major de la Défense
Le lieutenant-colonel P.M. Samson

② Staff mfg,
sic? c -

P.M. Samson
Lieutenant Colonel
Director Security Operations 2
for Chief of the Defence Staff

Attachments:

Annexes et appendices:

.../2

Canada

- 2 -

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Annex A
To 1211-1 (VCDS GCOL)
Dated: 6 November 1990

Annexe A
De 1211-1 (CLO DE CP VCMD)
Datée le 6 novembre 1990

REPORT

1. Each unit will submit a report on the following:

- a. complaints concerning compliance with the Communications Guide (Appendix 1) on the preparation of correspondence in the appropriate language(s);
- b. any staffing activities related to bilingual civilian positions completed during the past quarter;
- c. any changes in the participation of Francophones in the management category which have occurred during the past quarter;
- d. progress achieved in the increased use of French in meetings within their own areas of responsibility; and
- e. any new initiatives which further the achievement of the aim.

RAPPORT

1. Chaque unité devra présenter un rapport sur les points suivants:

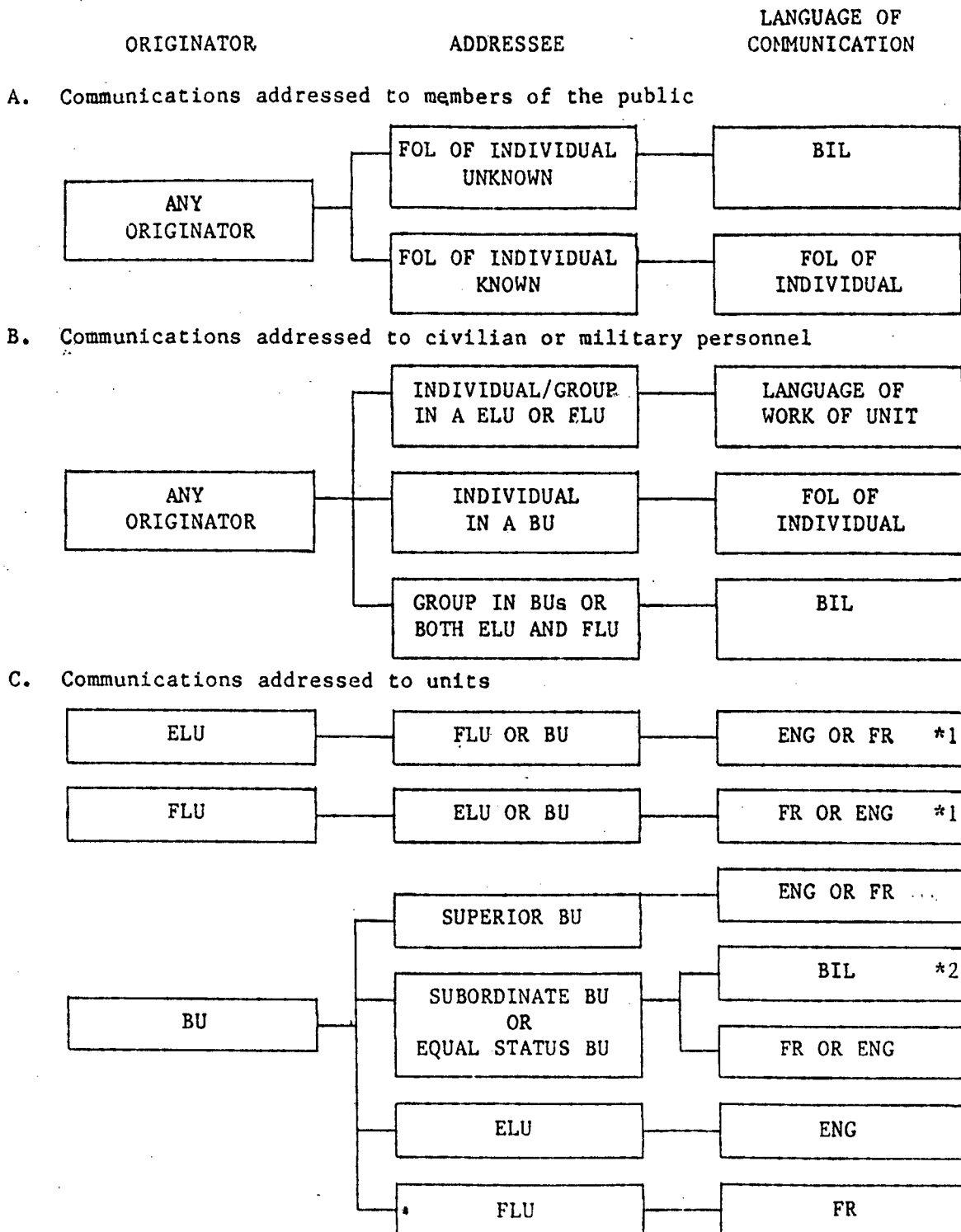
- a. plaintes contre la préparation de la correspondance dans la (les) langue(s) appropriée(s) conformément au Guide de communication (Appendice 1);
- b. toutes activités dans le domaine de la dotation de postes bilingues complétées au cours du dernier trimestre;
- c. chaque changement quant à la participation des francophones au sein de la catégorie de gestion au cours du dernier trimestre;
- d. progrès réalisés quant à l'accroissement de l'utilisation du français au cours des réunions tenues dans chaque groupe; et
- e. toute mesure nouvelle qui permet de se rapprocher du but à atteindre.

To 1211-1 (VCDS GCOL)

Dated: 6 November 1990

COMMUNICATION GUIDE

(The linguistic designation of units is given in Canadian Forces Addresses, A-AD-133-001/AX-001)



*1 ENG or FR can be used but normally the language of work of the originator will be used

*2 If correspondence is intended for wide readership

Dated: 6 November 1990

Document disclosed under the Access to Information Act
Document divulgué en vertu de la Loi sur l'accès à l'information
Date: 16 novembre 1990

NDHQ OFFICIAL LANGUAGES ACTION PLAN REPORT
RAPPORT SUR LE PLAN D'ACTION DU QGDN - LANGUES OFFICIELLES

Group, Branch/Unit
Groupe/Branch: Unité

Date: _____

A. TELEPHONE/TÉLÉPHONE

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

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

3. BILINGUALISM - LANGUAGE OF WORK/BILINGUISME - LANGUE DE TRAVAIL

	Maj/LCdr & Abv	All Officers	All NCMs	CF Total	SM-2 & Abv	Civilian Total	
# Positions							# postes
# Bilingual Positions							# postes bilingues
% Bilingual Positions							% postes bilingues
# Bilingual Positions Filled							# postes bilingues occupés
# Filled by Qualified Personnel							# occupés par du personnel qualifié
% Filled by Qualified Personnel ***							% occupés par du personnel qualifié ***
# Personnel (Anglo & Franco)							# personnel (anglo et franco)
# Bilingual Personnel							# personnel bilingues
% Bilingual Personnel							% personnel bilingues
# Francophones							# francophones
% Francophones							% francophones
	Maj/Lcdr et plus	Tous les Officiers	Tout le PNO	Total FC	GS-2 et plus	Total civil	

*** % based on total filled bilingual positions/*** % basé sur les postes bilingues occupés

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

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

31 Mar/31 mars	30 Sep/30sep

Note: Group/Branch/Division/Directorate regularly scheduled meetings only.
Nota: Réunions éduées de façon régulière de Groupe/Branch/Division et Directeurat seulement.

DGISS ADM 31

For Action

B
SO/CIS

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DGOL

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ZNR UUUUU

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FM BFC BAGOTVILLE

TO RCCPJSA/NDHQ OTTAWA//DGSRS//

INFO RCCPJSA/NDHQ OTTAWA//DGLO//

BT

SANS CLASSIFICATION CBLO 014

OBJ: MESSAGES UNILINGUES

REF: A. DGISS ADM 3 1934 051920Z OCT 90

B. DGISS ADM 3 1937 091915Z OCT 90

C. PLAN DIRECTEUR D APPLICATION DES LANGUES OFFICIELLES AU SEIN DU MDN

1. IES REF A ET B NOUS SONT PARVENUS EN ANGLAIS SEULEMENT. CECI EST
CONTRAIRE AUX POLITIQUES ETABLIES A LA REF C

2. NOUS ATTENDONS LA VERSION FRANCAISE DES REF A ET B DANS LES
MEILLEURS DELAIS

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MEMORANDUM

PA

1211-CIS (DIPD)

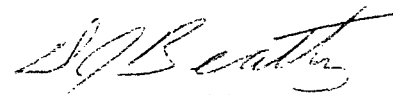
29 Jun 90

DISTRIBUTION LIST

Official Languages Complaint

Ref: 1211-20TD 90045A (DGOL) 25 Jun 90

1. Due to translation difficulties already explained, further publication of the Intelligence Branch Journal has been halted pending a review by the Intelligence Branch.
2. If it is decided to resume publication you will be informed.



D.J. Beatty
LCol
DIPD
998-0280

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MEMORANDUM

1211-20 TD 90045A (DGOL)

25 Jun 90

Distribution List

OFFICIAL LANGUAGES COMPLAINT

Ref: NDHQ 1211-20 TD 90045A (DGOL) 11 Apr 90 (copy enclosed)

1. A reply to ref, concerning the publication of the Intelligence Branch Journal/Journal du service de renseignements militaires in both official languages, was requested for 4 May 90. As of 21 Jun 90 no answer was received.

2. May this Division be informed as to when a reply in this matter may be expected.

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

Enclosure: 1

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MEMORANDUM

1211-CL5
1211-1 (DGISS Adm)

14 May 90

VCDS GCOL/LCol Marcotte

**CIS BRANCH OFFICIAL LANGUAGES
SECTORAL PLAN**

Ref: 1211-1 (CIS) 20 Apr 90

1. Attached are the sectoral plans for the various directorates and DGs within CIS Branch.

V. L. Kwasnik

V. L. Kwasnik

Maj

DGISS Adm

998-0266

MEMORANDUM

1211-1 (DGISS Adm)

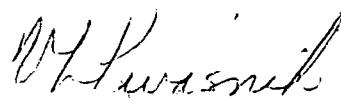
20 Apr 90

DGISS

**DGISS ADM OFFICIAL LANGUAGES
SECTORAL PLAN**

Ref: 1211-1 (CIS) 20 Apr 90

1. DGISS Adm is responsible to DGISS for co-ordinating administrative, financial and security services to the CIS Branch. The section is responsible for the allocation of manpower, materiel and accomodation resources for the Branch; the allocation of financial resources allocated to the Branch; the internal distribution of material and the external dissemination of the Branch intelligence product; the submissions for Branch organization and establishment changes; the reproduction of intelligence product and graphic arts services; and control of Special Material.
2. An organization chart and the action plan to achieve each OL objective are attached.



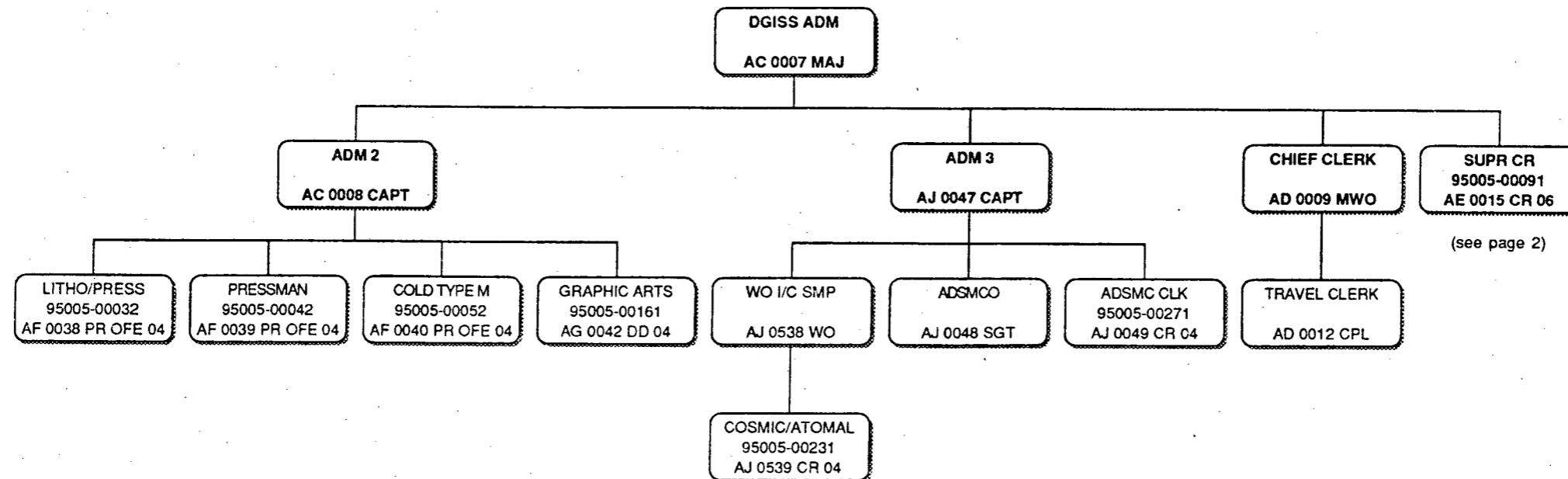
V. L. Kwasnik

Maj

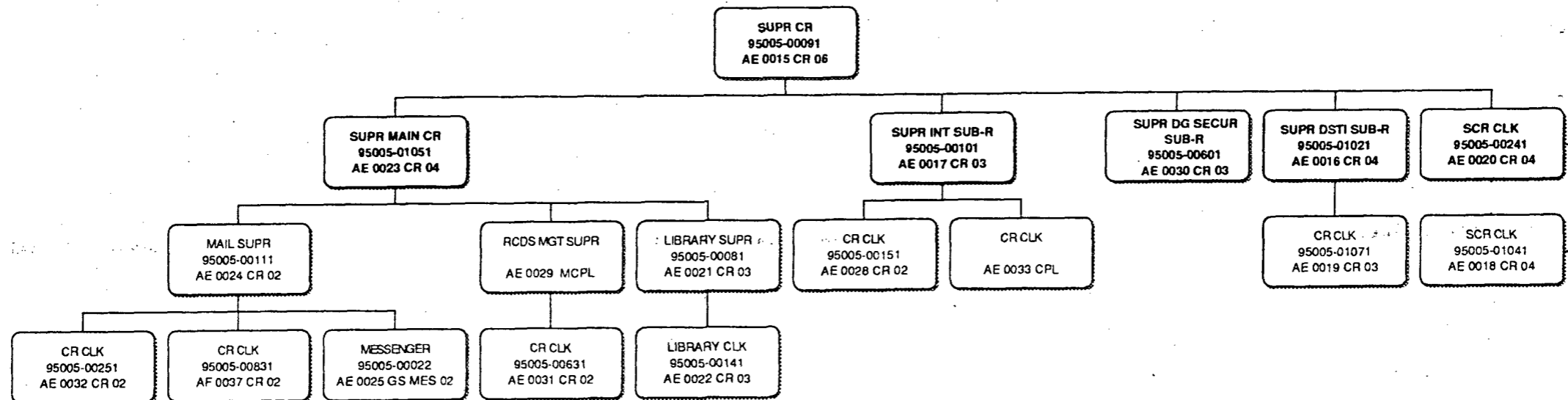
DGISS Adm

998-0266

DGISS ADMINISTRATION



CIS CENTRAL REGISTRY



<u>SERIAL</u>	<u>GOAL</u>	<u>OPI</u>	<u>ACTION</u>	<u>MILESTONE</u>	<u>REMARKS</u>
1	To use the appropriate official language in all written communications with other units	DGISS Adm	a. French for FLUs b. English for ELUs c. Bilingual for BUs	1 Jan 91	Where possible form letters may be developed for routine matters
2	To answer verbal enquiries in the official language of the enquirer	DGISS Adm	a. Respond directly b. Transfer to a member of DGISS Adm capable of responding	immediately	All members answer the telephone in bilingual format and transfer calls as required
3	To publish in both official languages all CIS Administrative Instructions and Technical Directives	DGISS Adm	Send instructions and directives for translation	1 Sep 91	Will require fully bilingual person to proofread both the English and the French versions
4	To review annually the language requirements of each position	DGISS Adm	Decide if functions have changed sufficiently to warrant a change in the language requirement	1 Jan 91	Should not change drastically from one year to the next
5	To staff all civilian bilingual positions with incumbents who meet the language requirements or can be trained to do so	DGISS Adm	Staff vacant positions this way	immediately	Some positions are currently filled with employees under the "grandfather clause"

6	To fully respect the language rights of subordinates in all matters relating to supervision	DGISS Adm	Supervise, counsel and train all members in the official language of their choice	immediately	This is being done now as there are sufficient bilingual personnel in the supervisory chain
7	To promote the use of both official languages	DGISS Adm	a. Encourage members of DGISS Adm to speak both official languages where possible b. Encourage members to take language training	immediately	
8	To attain and maintain civilian personnel participation of the two official language groups at all levels of responsibility in proportion to the linguistic composition of the marketplace	DGISS Adm	Staff civilian positions with qualified personnel	immediately	This must be a function of the linguistic requirements of the task to be performed

MEMORANDUM

1000-1 (ASO)

4 May 90

DGISS Adm

OFFICIAL LANGUAGES SECTORAL PLAN

Ref: 1211-1 (DGISS Adm) dated 23 Apr 90

1. The Directorate of Intelligence and Security Automation (DISA) is accountable for:

- a. formulating and directing the long term ADP program for the Intelligence and Security Operations; and
- b. in-service systems which support Intelligence and Security.

DISA has been appointed as the VCDS MICA and as the Intelligence and Security Complex (ISX) Project Director (PD). DISA is a directorate which supports the Intelligence and Security Directorates.

2. OL objectives apply to DISA in the following manner.

- a. DISA provides support to the Intelligence and Security communities. There is no direct contact with the public. OL objective (a) does not apply.
- b. As a service directorate, DISA responds in the language in which the request originated. OL objective (b) is dependent on requesting unit's language.
- c. In the routine operations of a military Directorate, both languages are accommodated within DISA. In the extremely specialized field of computer and ADP technology - English is the language of our industrial suppliers and contractors. When developing and finalizing contracts where accuracy and precision is critical, DISA personnel must operate in the language of the industry. At the present time this language is English. OL objective (c) is limited by civilian demands but is accommodated within the directorate.

.../2

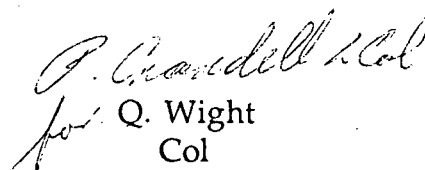
- 2 -

3. The minimum OL objectives, as they apply to DISA have been met. OL objective (b) can be enhanced by the posting of bilingual personnel into the operations section of DISA. This action is imperative once the 17 positions for the ISX project are approved. (See Org Chart). The present situation with respect to civilian industrial suppliers and their language of work will not change in the near future. Personnel posted to DISA will be required to converse with these contractors in their operating language, English. OL objective (c) with respect to civilian contractors is not subject to sectoral plan action.

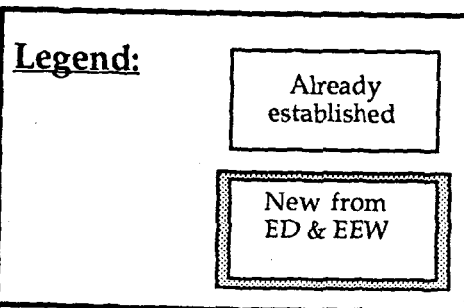
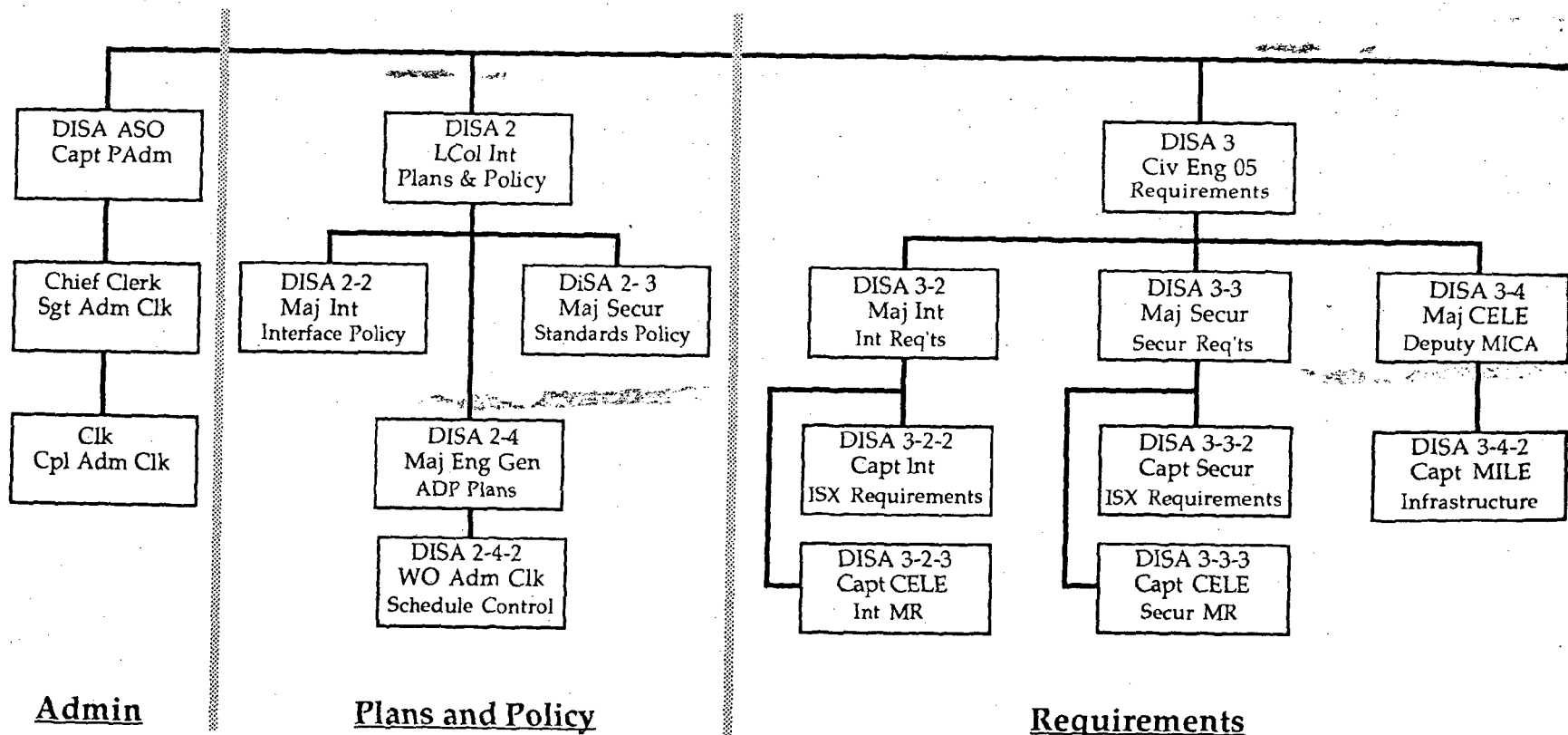
4. OL objective (c) within the directorate requires considerable action in the upcoming year. To maintain the dual language capability in this Directorate the Cpl/Pte Adm Clk, anticipated posting in APS 91, must meet an Integral level language capability. The following positions contain personnel which do not meet the language requirements:

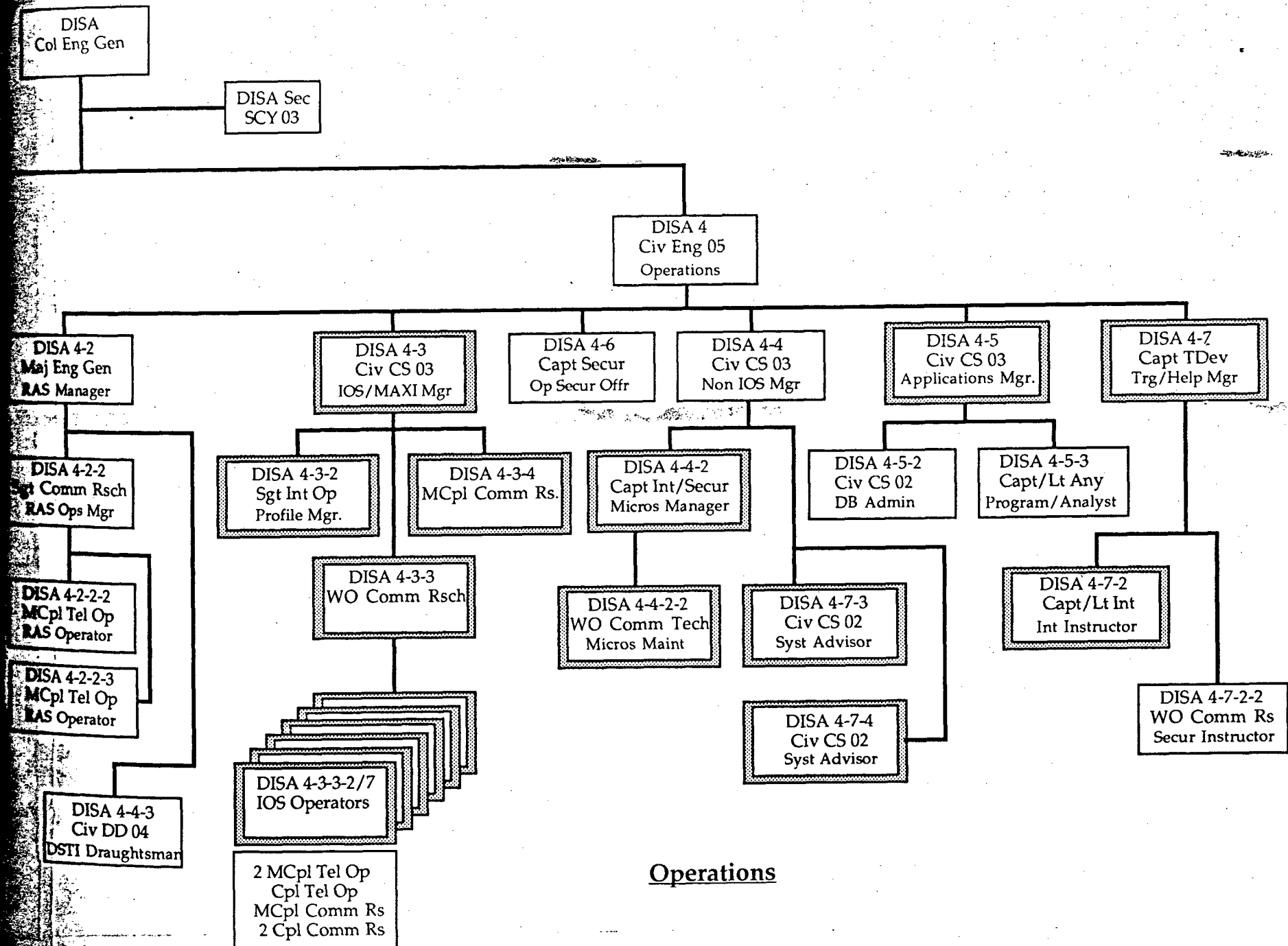
- a. Col ENGG position (2268BP0307) must meet I-level requirements APS 92-93;
- b. Capt P Adm position (2268BQ0308) must meet I-level requirements APS 91-92;
- c. Maj ENGG position (2268BV0328) must meet I-level requirements APS 91-92; and
- d. WO Comm Rsch position (2268BV0336) must meet I-level requirements APS 91-92.

For the years indicated above, action by the appropriate career managers, is required to post personnel who meet the language requirement. This action will attain the Language of Work goals as outlined in ref.


for Q. Wight
Col
DISA
998-0052

Enclosure: 1





Operations

1777-1 (DFL)

CIS OFFICIAL LANGUAGES SECTORAL PLAN

DIRECTORATE OF FOREIGN LIAISON (DFL)

MISSION

1. DFL is responsible, on behalf of the VCDS, for controlling and coordinating all contacts between foreign nationals and DND and Canadian defence related industries. DFL provides the central point of contact for all liaison activities, including visits, between Foreign Attachés or Embassies and the Department.

ORGANIZATION

2. DFL is divided into five geographical desks. Desk officers handle all aspects of liaison with the nations of their geographical responsibility including close liaison with accredited Foreign Attachés/Embassies, staffing of all correspondence and organization and administration of VIP visits from their allocated nations. Desk officer activities are supported by a civilian reception/secretarial/clerical group and a military support staff. The Director liaises with senior DND and intergovernmental organizations and manages the Directorate.

3. A current organization chart is attached as Annex A.

QUALIFICATION

4. DFL's "public" is primarily the international military community. In addition to the current Official Languages Policy covering use of language internally in DND, DFL attempts to promote the Canadian bilingual image by dealing with foreign nationals in the official Canadian language which they prefer to use (e.g. French language with French and Belgium clientele).

OFFICIAL LANGUAGES OBJECTIVE

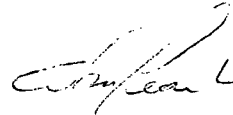
5. a. Linguistic services to Public. Accomplished. DFL Receptionist is annotated and filled by fully bilingual incumbent. This position is backed up by a second, designated bilingual person.
- b. Equitable participation. Accomplished. Three of the seven Directorate officers are currently bilingual; (as of APS 90, this raises to six of seven officers); two of the four civilian staff are bilingual, one of the three NCMs is bilingual. One NCO now selected for French language training with effect Aug 90.
- c. Language of work. Semi-accomplished.

.../2

- 2 -

ACTION PLAN

6. Proposed action plan attached as Annex B.



W.E. Grant
Col
DFL
996-1714

4 May 90

Attachments:

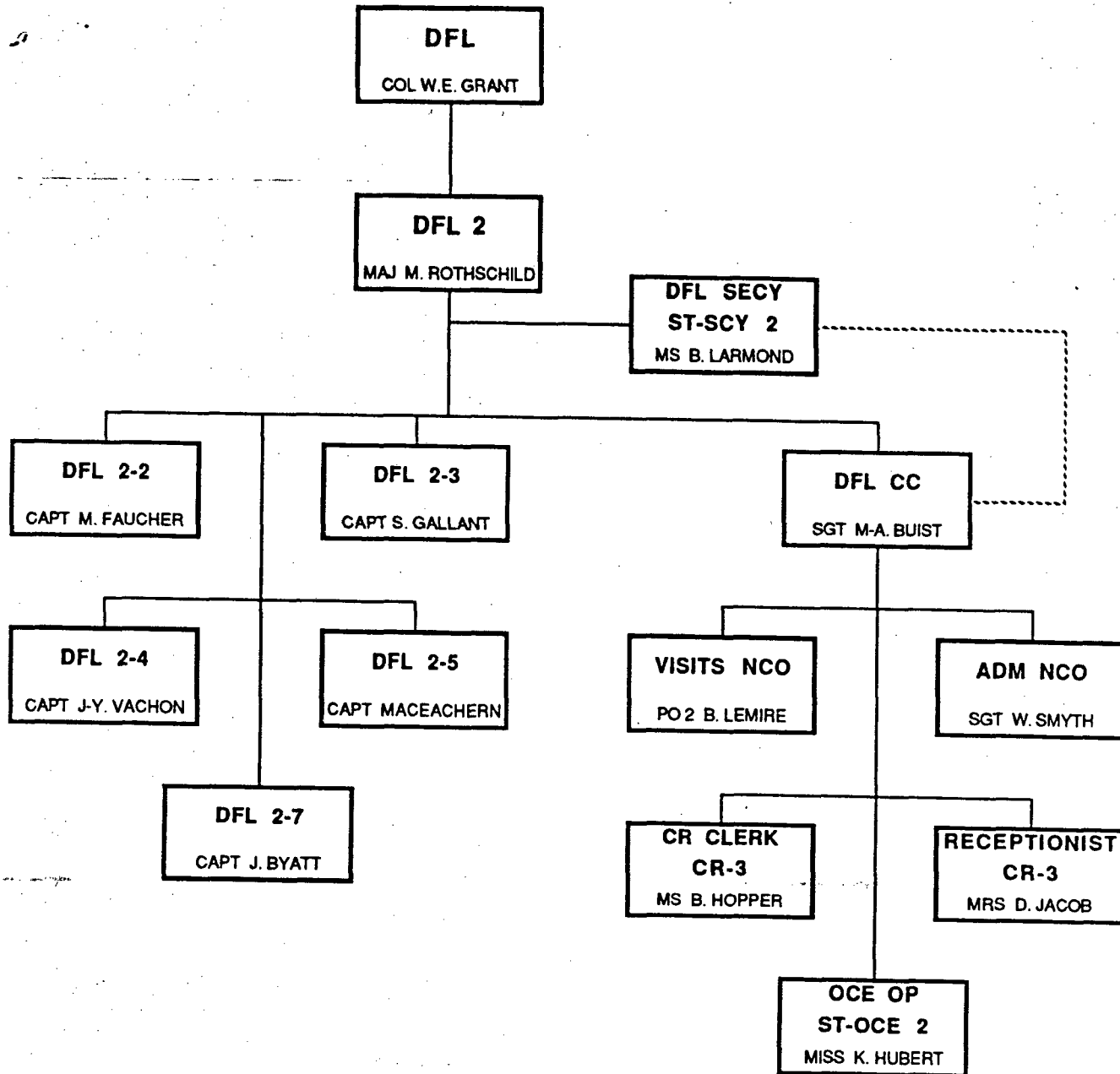
Annex A DFL Organization Chart
Annex B DFL Action Plan

ANNEX A

TO 1777-1 (DFL)

DATED 4 MAY 90

DIRECTORATE OF FOREIGN LIAISON (AS OF 23 MAR 90)



ANNEX B
TO 1777-1 (DFL)
DATED 4 MAY 90

GROUP/ORG: VCDS/DFL
OBJECTIVE: Language of Work

OFFICIAL LANGUAGES

ACTION PLAN

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
1	To use the appropriate official language in all written communications with units.	All members of DFL	a. French for FLUs and French speaking nationals. b. English for ELUs. c. Bilingual if distribution to both FLU, ELU	1 Oct 90 1 Oct 90 1 May 90	--Where possible, form letters may be developed for routine matters, e.g. notification of non-VIP visitors. - This activity is to be monitored by organization OL coordinators on a continuing basis.
2	To answer verbal enquiries in official language of requestee.	All members of DFL	a. Respond directly. b. Transfer to a member in DFL capable of responding.	Immediately Immediately	- All members answer telephone in bilingual format and transfer calls as required.
3	To provide translation of documents in both official languages.	DFL Civ Pers Officer Career Mgr	a. Man two civilian and one mil posn per section with individuals with a C/I level of competency in the written form. b. To establish a permanent position for translation within DFL.	1 mil posn APS 91 undetermined for six posns 1991/92	- This action required if all current DFL directives and SOPs are to be in bilingual format and all routine correspondence to be dispatched in bilingual format.

MEMORANDUM

1211-1 (DCFAP)


4 May 90

DGISS Adm

CIS OFFICIAL LANGUAGES SECTORAL PLAN

Ref: A. 1211-1 (DGISS Adm) 23 Apr 90

1. Herewith DCFAP submission in reply to ref A:
 - a. ANNEX A Action Plan
 - b. ANNEX B DCFAP Terms of Reference
 - c. DCFAP Org Chart


D.M. Robison
Cdr
DCFAP
8-0264

ACTION PLAN

Serial (a)	Goal (b)	OPI (c)	Action (d)	Milestone (e)	Remarks (f)
1.	To use the appropriate official language (OL) in all written and oral communications with CFA Posts.	DCFAP	a. French for Paris Brussels, Rome and Cairo. b. English for remainder of Posts. c. Bilingual, if distribution to CF ELU FLU and other Govt Departments (OGD).	Sep 92 Achieved Sep 92	At present none of the staff in DCFAP have written or oral fluency in French
2.	To answer oral enquiries in either OL.	All DCFAP staff officers	a. Respond directly b. Transfer to another member of staff.	Immediately Immediately	At present time enquiries must be referred to another member of DGISS staff
3.	Conduct CFA preparatory briefings and training in either OL.	DCFAP	DCFAP and one other staff officer position to be encumbered at C/1 level of competency in writing.	Sep 94	As per serial 1. General: OL prerequisite for each DCFAP billet shall be identified through ECP/REMAR and OLIF action in order to meet the above goals. Bilingual civ positions must be annotated "imperative". The 'non-imperative' position is no longer applicable - term employees are not readily available to cover off incumbents who are on second language training. Similarly mil bilingual positions must be incumbered by personnel who actually meet the OL standard for that position.
4.	Publish all DCFAP instructions and briefing papers in both OL.	DCFAP	As per Serial 3.	Sep 93	

TO 1211-1 (DCFAP)

DATED MAY 90

TERMS OF REFERENCE

DIRECTOR CANADIAN FORCES ATTACHE PROGRAM

SUMMARY

1. The Director Canadian Forces Attache Program (DCFAP) is responsible to DGISS for the overall coordination and operation of the CFA Program.

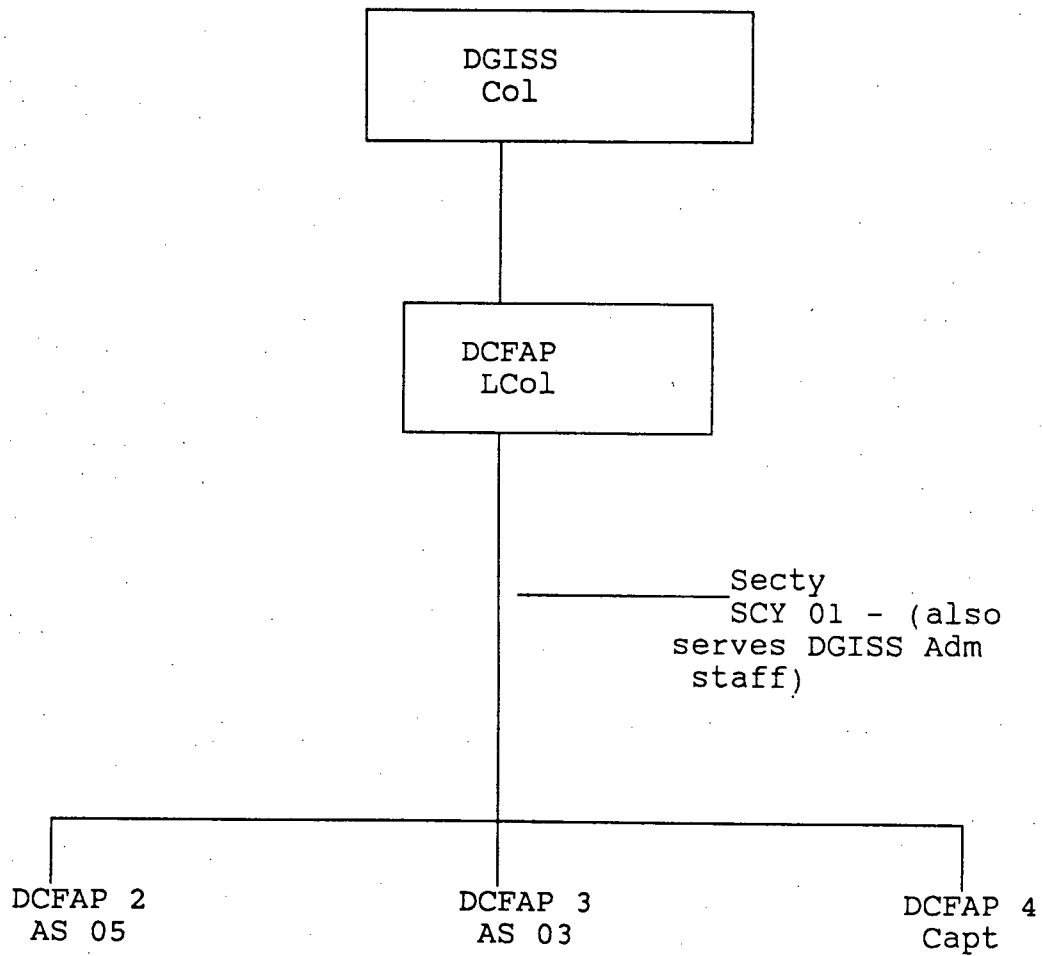
MAJOR RESPONSIBILITIES

2. DCFAP is responsible for:

- a. coordination of activities of CFA Offices as the NDHQ point of contact for all tasking and reporting;
- b. coordination of long range planning and policy development for the CFA Program;
- c. coordination of activity relating to the selection, training, and deployment of CFA (designates) and support staff, including tasking CIS resources and providing guidance and direction to non-CIS units for CFA personnel training;
- d. coordinating arrangements for CFA pre-posting briefing, mid-tour debriefing when so ordered, post-tour debriefing, CFA attendance at intelligence conferences, CFA attendance and personal support of Regional CFA conferences, and recording of and follow-up action for each;
- e. provision and coordination of program related administrative and financial support to CFA offices;
- f. liaison with DEA on matters of mutual concern relevant to assignment and operations of CFAs;
- g. preparation of briefing programs for other government departments concerning CFA activity;
- h. activity related to the familiarization of the program within the Department;
- j. direction and supervision of all activity of the Plans and Policy, Operations and Training Sections; and
- k. control and management of assigned directorate resources.

.../2

ANNEX C
TO 1211-1 (DCFAP)
DATED MAY 90



MEMORANDUM

1211-1 (DIPD)


02 May 90

DGISS Adm

DG INT OFFICIAL LANGUAGES SECTORAL PLAN

Refs: A. 1211-1 (CIS) 20 Apr 90
B. 1211-1 (VCDS) 21 Feb 90

1. Enclosed is the required Sectoral Plan for DG Int. The plan will state the present situation with regard to the official languages within DG Int, the future objectives, and the intended actions to achieve the goal.
2. Of the three CF OL objectives, that "to provide services and to communicate with the public in both Official Languages" is perhaps the least applicable to this organization. Due to the very nature of our tasking, contact with the public is minimal.
3. Detailed action plans for DG Int are attached as Annexes B, C and D. In each serial, the related CF goal is annotated. Only those CF goals upon which DG Int can have some effect are addressed. For example, GOAL 2.19 - Civilian Second Language Training belongs to ADM(Per) and is, therefore, left out.
4. A short description of the organization and mission of DG Int and an org chart are attached as Annex A.


D.J. Beatty
LCol
DIPD
998-0280

Enclosures:

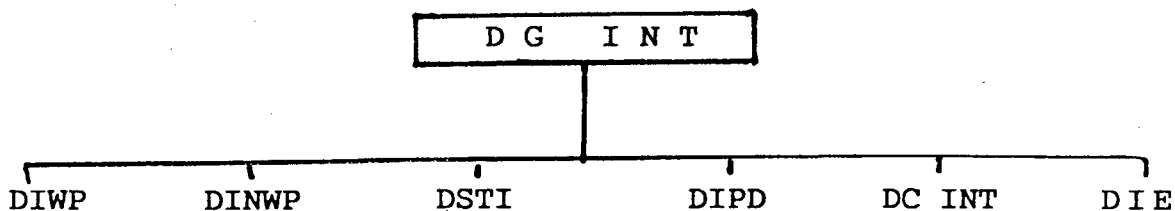
ANNEX A
TO 1211-1 (DIPD)
DATED 30 APRIL 1990

DG INT MISSION AND ORGANIZATION

MISSION

1. DG Int provides the defence intelligence required to plan, conduct and train for Canadian Forces operations and as input to Canadian national assessments.
2. The DG Int organization is composed of six directorates, as follows:
 - a. Directorate Intelligence Warsaw Pact (DIWP);
 - b. Directorate Intelligence Non-Warsaw Pact (DINWP);
 - c. Directorate Scientific and Technical Intelligence (DSTI);
 - d. Directorate Intelligence Plans and Doctrine (DIPD);
 - e. Directorate Current Intelligence (DC Int); and
 - f. Directorate of Imagery Exploitation (DIE).

ORGANIZATION CHART



ANNEX B
TO 1211-1 (DIPD)
DATED 30 APR 90

OFFICIAL LANGUAGES - ACTION PLAN

GROUP: DG Int

OBJECT: Language of Work

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
	CF GOAL 2-2. To use the appropriate official language in all communications within DND and the CF.	All members of DG Int	a. English for ELUs b. French for FLUs c. Bilingual if dist is to both ELU & FLU.	Immediately	Personnel will adhere to the <u>Communications Guide</u> for all communications within DND and the CF.
2.	CF GOAL 2-5. To provide personal services to the DND and CF community in the designated language of the unit.	All members of DG Int	a. Respond in both OL to all verbal inquiries. b. Transfer to a member of DG Int capable of responding.	Immediately	Although pers with capability in both OL are widely available, compartmentalization of information may yield some delays. DG Int does not routinely deal with the public, only other government departments.
3.	CF GOAL 2-6. To provide translation of all documents intended for wide readership or FLUs.	All members of DG Int	Publish all documents/ publications in both OL in side by side format.	01 Jan 97	In crisis situations where lives are at stake and important operational decisions must be taken, it may not be prudent to take the time to have vital intelligence translated into the second OL. Because of the large quantity of current intelligence disseminated daily, lacking available bilingual computer software or funding may cause delays.
4.	CF GOAL 2-10. To publish all written work (issued in both OL) in side by side format.	All members of DG Int	All written work to be in both OL	01 Jan 97	- same as Serial 3 -

ANNEX B
TO 1211-1 (DIPD)
DATED 30 APR 90

GROUP: DG INT

LANGUAGE OF WORK (cont'd..)

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
5.	CF GOAL 2.14. To review on an ongoing basis the language requirements of positions.	DG INT	Review needs and requirements yearly.	Immediately	Any changes are relayed to appropriate Career Manager.
6.	CF GOAL 2.20. To respect and provide for the language rights of subordinates in all matters related to supervision.	All Supervisors	All supervisors to be able provide verbal and written counselling in both OL	01 Jan 98	Lack of available French courses combined with recruitment of non-bilingual people will probably delay implementation.
7.	CF GOAL 2.22 To promote the use of both languages in BUs.	DG INT	Set specific goals for personnel to work in both OL.	Immediately	<ul style="list-style-type: none"> a. Promotion of the use of English is not required within DG INT. b. DG INT has no control over CF recruiting, DND hiring, or French language trg. Therefore, this makes it difficult to promote the use of French when all employees, and more than 90% of users, speak English.

ANNEX
TO 1211-1 (DIPD)
DATED 30 APR 90

OFFICIAL LANGUAGES - ACTION PLAN

GROUP: DG Int

OBJECT: Equitable Participation

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
	To attain and maintain personnel participation in French in proportion to National	DG INT	Review number of bi-lingual positions after each census.	01 Jan 02	

ANNEX D
TO 1211-1 (DIPD)
DATED 20 APR 90

OFFICIAL LANGUAGES - ACTION PLAN

GROUP: DG Int

OBJECT: Communication with the Public

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
	CF GOAL 4-1. To respond to all communication from the public in the OL used by the public.	All members of DG INT.	a. All telephones to be answered in bi-lingual format. b. All communications difficulties to be referred to bilingual staff members.	Immediately	As an intelligence production Division, communications with the public is rare - usually by accident. Written communication is provided now in the OL used by addressee.

OFFICIAL LANGUAGES

ACTION PLAN

GROUP/ORG: VCDS/DG Secur
OBJECTIVE: Language of Work

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
1	Roles of Communications	All members of DG Secur	Provide SOP on OL usage.	Completed	
2	Signage	All members of DG Secur	All signs and notices are to be bilingual.	Immediately	
3	Central Services				
4	Personal Services	All members of DG Secur	To provide service to DND and CF in the appropriate OL.	Immediately	DG Secur SOP provides guidance
5	Printed Material	All members of DG Secur	To publish correspondence in the appropriate OL or bilingual format.	Immediately	DG Secur SOP provides guidance
6	Administrative Work Instruments Technology Information System	All members of DG Secur	To ensure all work instruments can use.	Summer 91	Procure programs and equipment capable in both OL.

GROUP/ORG: VCDS/DG Secur
OBJECTIVE: Language of Work

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
7	Written Work Instrument Format	All members of DG Secur	Develop side-by-side format capabilities for DG Secur correspondence.	Summer 91	Use side-by-side format when applicable
8	Language Requirement of Positions	DG Secur Directors	DG Secur and Directors will review the language profile of each position to ensure proper service is provided.	Ongoing	
9	Staffing Bilingual Civilian Positions	DG Secur Directors CPO	Ensure bilingual positions are filled with bilingual capable individuals.	Ongoing	
10	Language of Supervision	DG Secur Directors	Supervisors will communicate with subordinates in the latter's language of choice.	Immediately	Because of the difficulty in filling all military positions with bilingual capable individuals, directors may seek assistance from other directors. A subordinates request on OL usage will be met.
11	Promotion of the use of Both OL	All members of DG Secur	The use of either OL is to be encouraged at all times.	Immediately	DG Secur SOP provides guidance on use of OL.

GROUP/ORG: VCDS/DG Secur
OBJECTIVE: Equitable Participation

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
1	Equitable Military Participation	DG Secur Directors Career Managers	Attain equitable military participation within 2% of NRG.	2002	
2	Equitable Civilian Participation	DG Secur Directors CPO	Attain equitable civilian participation with a 771/23F split.	2002	

GROUP/ORG: VCDS/DG Secur

OBJECTIVE: Communication with and Services to the Public

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
1	Communications	All members of DG Secur	To respond to oral and written communication from the public in the appropriate OL.	Immediately	DG Secur SOP provides guidance.
2	Active Offer of Service	All members of DG Secur	To clearly offer services in either OL.	Immediately	DG Secur SOP provides guidance.

MEMORANDUM

1211-1 (D Secur Ops)

8 May 90

SO DG Secur

DG SECUR OFFICIAL LANGUAGES
SECTORAL PLAN

Reference: 1211-1 (DG Secur) 20 Apr 90

Attached is the D Secur Ops sectoral plan as requested at reference.



P.W. Draper

Maj

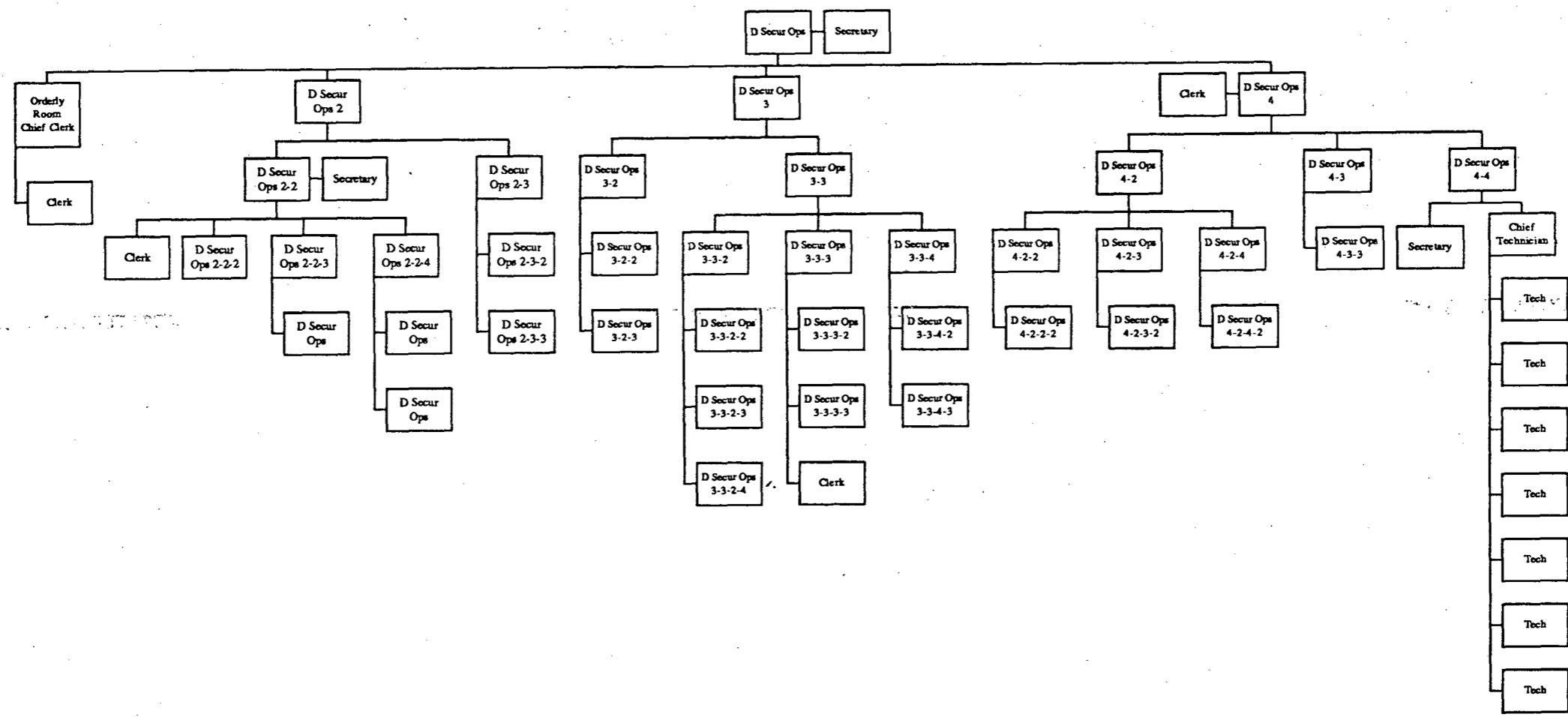
D Secur Ops 3-2
998-7675

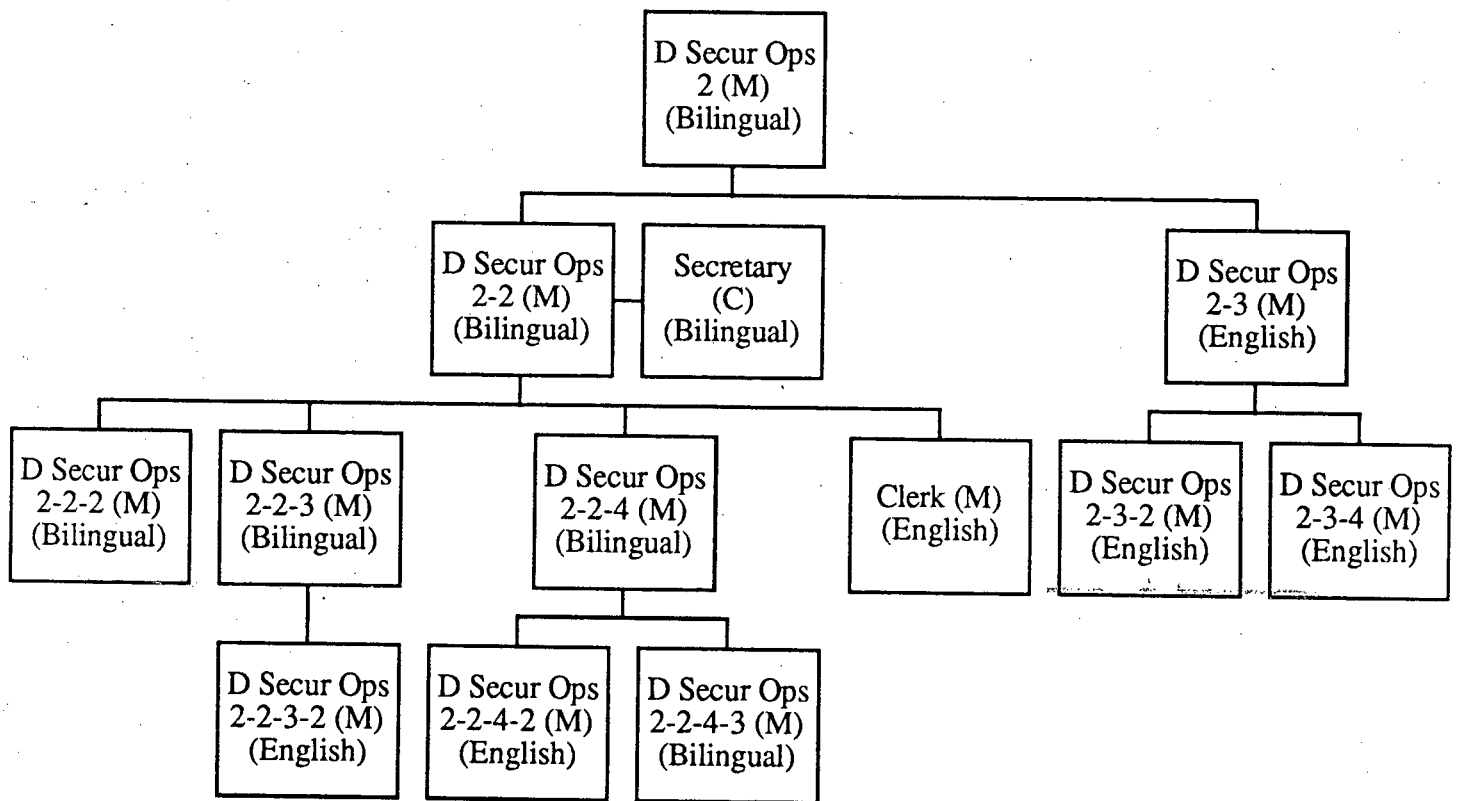
ANNEX A
TO 1211-1 (D Secur Ops)
DATED 8 MAY 90

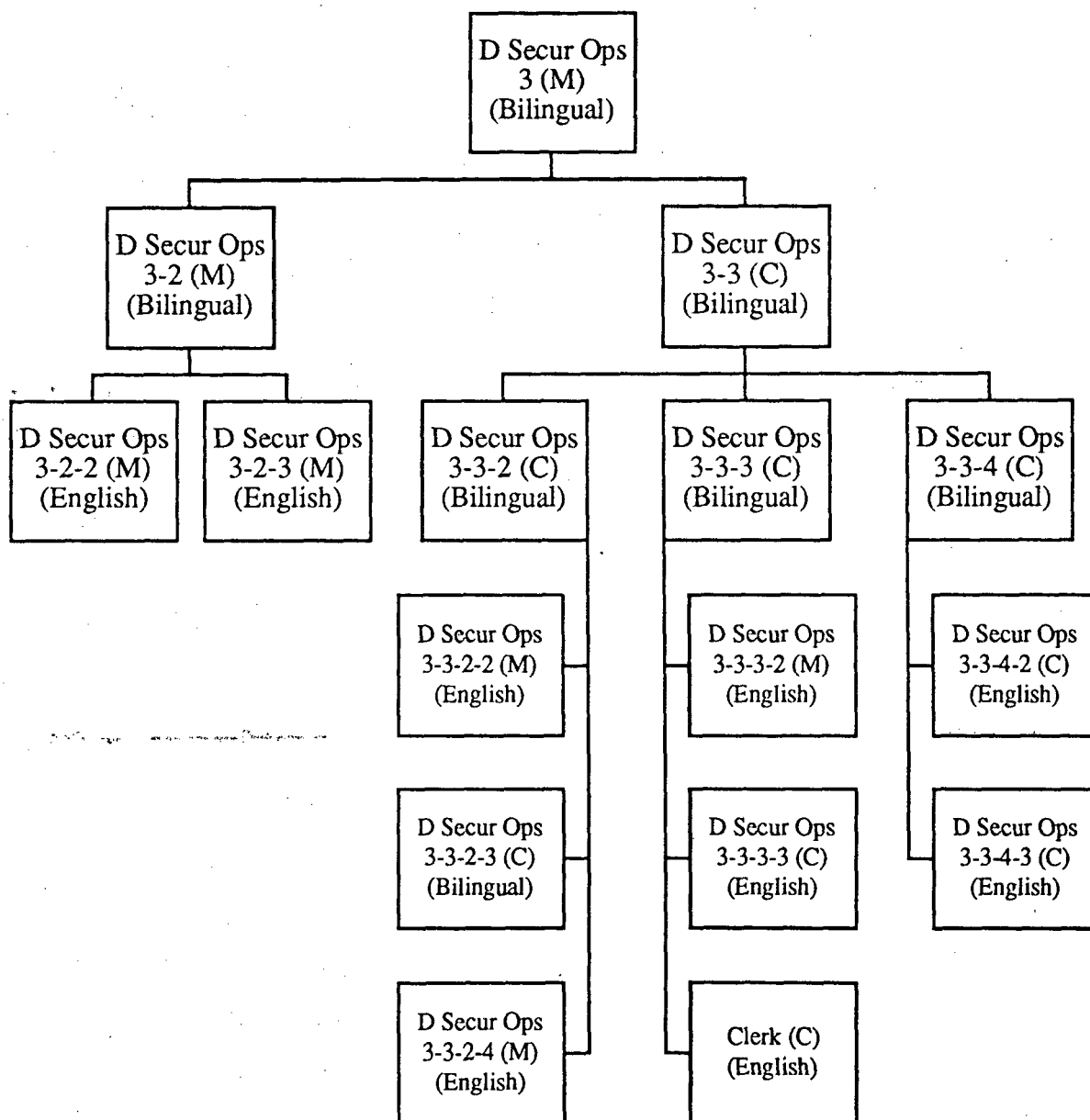
ORGANIZATION

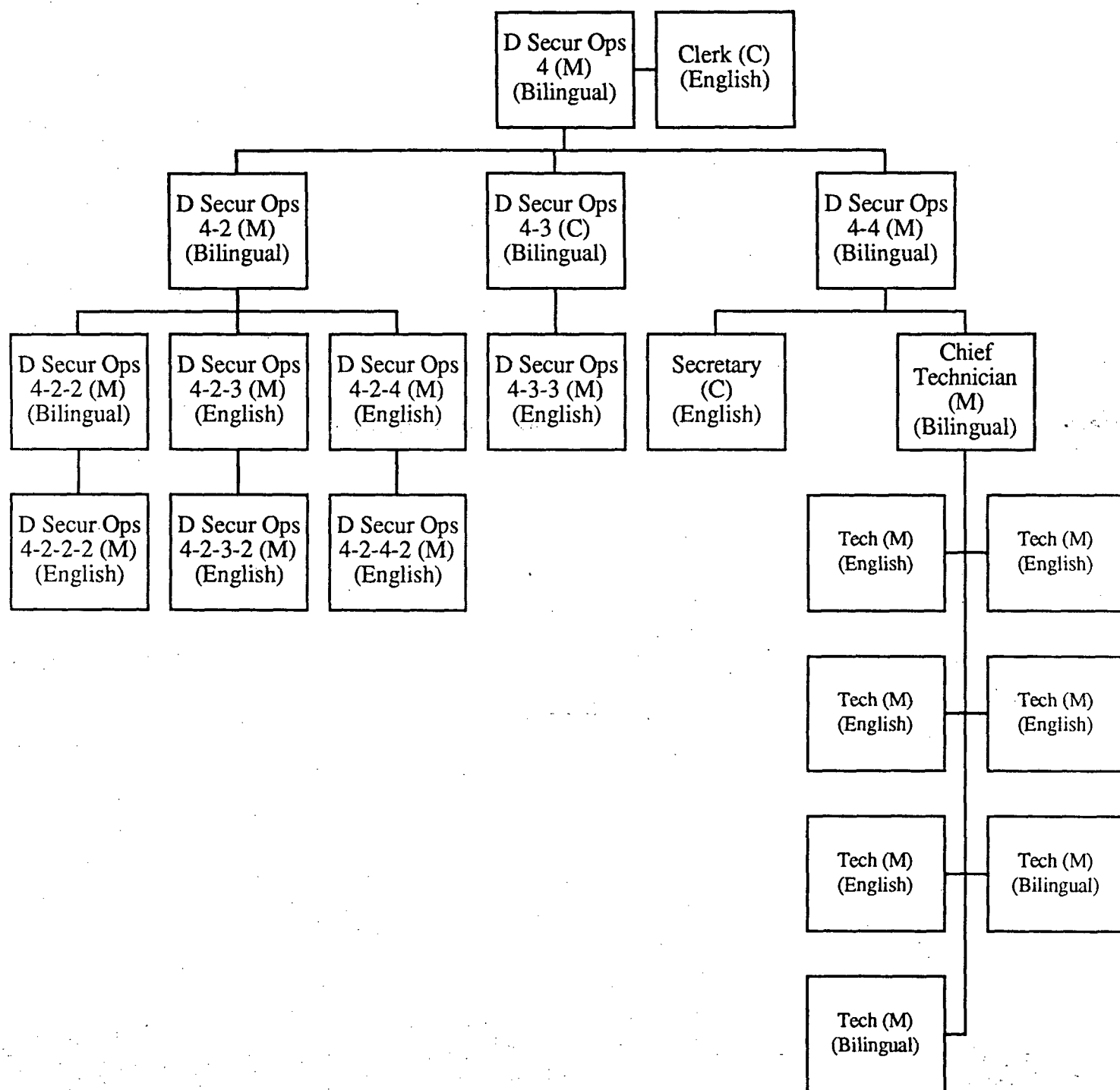
DIRECTORATE SECURITY OPERATIONS

1. Description. The Directorate Security Operations is responsible for the assessing advising on the state of security within the Department; developing and monitoring the implementation of security policies and procedures within the Department; developing standards and measures for the security of defence establishments and automated data systems; monitoring the release of classified information; advising on the export of military equipment, providing Technical Security Inspection Team Services, Test and Evaluation Team for Director General Security and advising on ADP Security matters, developing and implementing the security awareness program within DND, and providing for security intelligence reporting, analysis and briefings on internal security, international terrorism, and counter-intelligence activity relative to human intelligence, sabotage, and subversion.
2. Organization Chart. (see attached)









OFFICIAL LANGUAGES

ACTION PLAN

GROUP/ORG: VCDS/D Secur Ops
 OBJECTIVE: Language of Work

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
1	To use the appropriate official language in all written communications with units.	All members of D Secur Ops	a. French for FLUs. b. English for ELUs. c. Bilingual if distribution to both FLU, ELU.	1 Sep 90 1 Sep 90 1 Sep 90	- Where possible form letters may be developed for routine matters eg. COCOM and ADP accreditation. - This activity is to be monitored by DG Secur OL coordinator on a continuing basis to ensure compliance.
2	To answer verbal enquiries in official language of requestee.	All members of D Secur Ops	a. Respond directly. b. Transfer to a member in D Secur Ops capable of responding in the language requested.	Immediately Immediately	- All members answer telephone in bilingual format and transfer calls as required.
3	To provide translation of documents in both official languages.	D Secur Ops Career Mgr.	a. Man one position per section with an individual with a C/I level of competency in the written form. b. To establish a permanent position for translation within DG Secur.	1 posn APS 91 1 posn APS 92 1 posn APS 93 1995/96	- Although there are three officers presently functional, no one in DPSPR is integral. Post APS 93 replacements must meet C/I level. - Attempt to find an offset if career manager cannot meet linguistic needs post APS 93. Otherwise, this action not required.

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
4	To review language requirements of peace establishment positions and re-adjust to meet actual needs.	D Secur Ops	To bring in line number of positions to meet language requirements within D Secur Ops.	a. Review - Sep 90 b. Remedy - Starting APS 91	- Bilingual positions are normally allocated on a 1 for 3 basis of positions. This may vary according to need. - Where possible consider French essential positions.
5	To staff supervisory positions with individuals to meet subordinates' language requirements.	D Secur Ops Career Manager	To ensure supervisors can communicate with subordinates in the latter's language of choice.	Starting APS 92	- Number of positions subject to results of Serial 4.
6	To produce signs, notices and posters in bilingual format.	All members of D Secur Ops	To prepare signs, notices and posters for display in in both English and French.	Immediately	- DG Secur OL Coordinator to monitor and advise appropriate director of violations.
7	To provide all administrative work instruments in both OL (including information technology systems, such as software).	D Secur Ops 2-3	Software programs, spread sheets etc to be produced in bilingual format.	Continuing	- Resource acquisition is to include French versions of software, if available. - Normal format is side-by-side.

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
8	To promote the use of both OLs in day to day activities.	DPSPR and Section Heads	Encourage by example the use of both OLs in verbal communications and internal office workings.	Immediately	- Meetings to be conducted in both OLs. where appropriate

ANNEX C
TO 1211-1 (D Secur Ops)
DATED 8 MAY 90

OFFICIAL LANGUAGES

ACTION PLAN

GROUP/ORG: VCDS/D Secur Ops
OBJECTIVE: Equitable Participation

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
1	To attain equitable military ration in NCR.	D Secur Ops	NIL	N/A	- Current posting achieves \pm 2% of NRG
2	To attain equitable civilian participation within NCR.	D Secur Ops CPO	NIL	N/A	- Civilian participation is equitable

OFFICIAL LANGUAGES

ACTION PLAN

ANNEX D
TO 1211-1 (D Secur Ops)
DATED 8 MAY 90

GROUP/ORG: VCDS/D Secur Ops
OBJECTIVE: Communication with and Services to the Public

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
1	To provide services and communication to the public in both OLs.	All members of D Secur Ops	See Serials 1 & 2 of "Language of Work"	Immediately	- All members of D Secur Ops to comply with OL policy guidelines

MEMORANDUM

1211-1 (DSC 2)

2 May 90

SO DG Secur

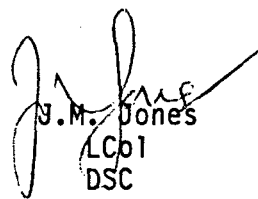
DSC OFFICIAL LANGUAGES
SECTORIAL PLAN

Refs: A. 1211-1 (CIS) 20 Apr 90
B. 1211-1 (DG Secur) 20 Apr 90

1. As requested at ref B, please find enclosed DSC's sectorial plan on official languages.

2. I must emphasize that DSC in APS 90 will be significantly losing ground in its ability to provide bilingual services since three of its six military manned bilingual positions will be vacant, until at least APS 91. There is no guarantee when the CM fills these positions in APS 92 that the incumbents will be bilingual.

3. You will notice that my sectorial plan does not cover the communications with the public. This is due to the fact that DSC does not have direct contact with the public as defined in the Official Language objectives.


J.M. Jones
LCb1
DSC
998-6983

Enclosure: 1

OFFICIAL LANGUAGES

DSC

ACTION PLAN

OBJECTIVE: Language of work

SERIAL	GOALS	OPI	ACTION	MILESTONE	REMARKS/STATUS
1	To use the appropriate official language in all written correspondence with units	All members of DSC	a. French for FLUs b. English for ELUs c. Bilingual if distribution to both FLUs and ELUs	Immediately Immediately Immediately	- Forms letter/messages have been developed for routine matters in the appropriate official language. - This activity is monitored by DSC 2 thru the weekly circulation file.
2	To answer verbal enquiries in the official language of requestee	All members of DSC	a. Respond directly, or b. Transfer to a member of DSC capable of responding	Immediately Immediately	- All members answer telephone in bilingual format and transfer calls as appropriate.
3	To provide translation of documents in both official languages	DSC Career Mgrs	a. Man at least one position per sub-section with an individual with a C/I level of competency in the reading and written forms	As soon as possible	- Out of four sub-sections, only two have competent individuals who can translate documents. - DSC has 18 bilingual positions as per REMAR and by APS 90 only four will remain manned. - Post APS 92 replacements must meet REMAR requirements.
4	To make both English and French as the languages of work within DSC and establish the right of employees to use either one	DSC Career Mgrs	a. Man section and sub-section head positions with bilingual individuals b. Man with bilingual personnel positions that provide supervision to bilingual individuals	2 posns APS 91 2 posns APS 92 2 posns APS 91 2 posns APS 92 3 posns APS 93	- By APS 93 all section and sub-section heads should be bilingual. - By APS 94 all supervisors should be replaced with bilingual ones.

- 2 -

OBJECTIVE: Language of work

SERIAL	GOALS	OPI	ACTION	MILESTONE	REMARKS/STATUS
5	To produce all signs and notices posted within DSC in bilingual format	All members of DSC	All signs/notice to be approved by DSC or DSC 2 before being posted to ensure compliance with this goal	Immediately	- All signs/notice presently displayed within DSC are in bilingual format. - A NDHQ policy on bilingual signs/notices also covers this goal.
6	To provide all administrative work instruments in both official languages	DSC 2-3	a. DSC SOPs to be translated b. Internal correspondence prepared for general circulation to be produced in bilingual format	November 90 APS 92	- Internal correspondence can only be produced in bilingual format if DSC is given its full complement of bilingual personnel.
7	To operate main software packages in either official language	DSC 2-3	a. Hardware/keyboards have the capability to produce both French and English documents b. To obtain Word perfect 5.0 LOTUS 1.2.3. D Base IV and D Base III plus in French, if available	Immediately As soon as possible	- DSC will request two copies of each program in French, if available, to be used when required.

OFFICIAL LANGUAGES

DSC

ACTION PLAN

OBJECTIVE: Equitable Participation

SERIAL	GOALS	OPI	ACTION	MILESTONE	REMARKS/STATUS
1	To attain and maintain civilian personnel participation of the two official languages groups at all levels in proportion with the ratio of the population pool	DSC	a. DSC to monitor that people who are hired within DSC conform to the equitable participation goal	Immediately	- DSC 3 to ensure that personnel referred by the Civilian Personnel Office are in proportion to the ratio of the population pool.

DSC

ORGANIZATION AND MISSION

ORGANIZATION

1. DSC is comprized of 28 military members and 29 civilian employees broken down in two main sections: Active clearance and Resolution of Doubt (see enclosed org chart).

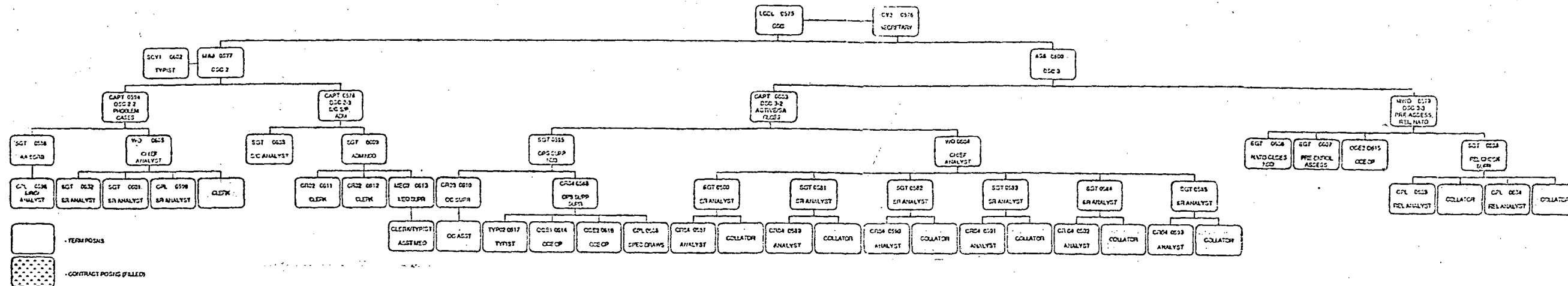
MISSION

2. DSC is responsible for assessing and advising on the state of personnel security with the Department which can be further broken down as follows:

- a. planning and directing the personnel security screening program for DND personnel less CSE and Defence Construction (1951) Limited;
- b. interpreting policies of the Canadian Government and international agencies related to security screening;
- c. processing special access and NATO clearances for DND IAW international agreements; and
- d. processing, in support of the DND Reliability Check Program, criminal records and credit checks.

BEST AVAILABLE COPY

DSC



MEMORANDUM

1211-1 (D Police Ops)


30 Apr 90

Distribution List

**CIS OFFICIAL LANGUAGES/OL
SECTORAL PLAN**

Refs: A. 1211-1 (VCDS) 21 Feb 90 (NOTAL)
B. 1211-1 (CIS) 20 Apr 90
C. 1211-1 (DG Secur) 20 Apr 90

1. In accordance with ref C, herewith is the OL sectoral plan for D Police Ops.
2. The Director of Police Operations (D Police Ops) is responsible for planning, developing procedures, programming and implementing military police operations, for exercising functional control over the Canadian Forces Service Prison and Detention Barracks (CFSPDB) and for advising on day-to-day MP activities.
3. A D Police Ops organization chart is attached as Annex 'A'.
4. The D Police Ops OL Action plan is attached as Annex 'B'.


E.D. Sanford
LCol
D Police Ops
998-7220

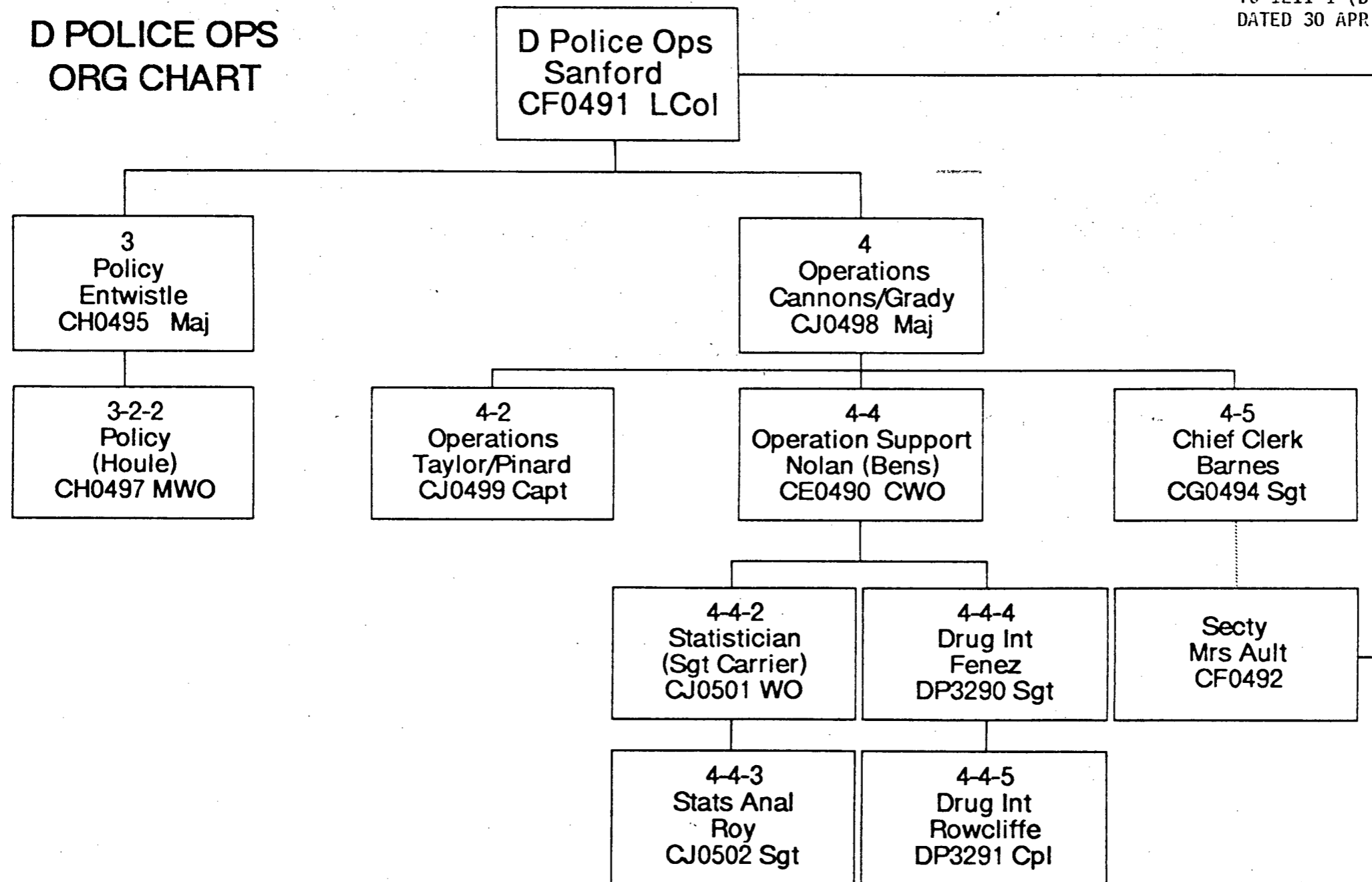
Attachments: 2

DISTRIBUTION LIST

SO DG Secur
D Police Ops 4
D Police Ops 3

Annex A
TO 1211-1 (D POLICE OPS)
DATED 30 APR 90

D POLICE OPS ORG CHART



ANNEX B
TO 1211-1 (D POLICE OPS)
DATED 30 APR 90

OFFICIAL LANGUAGES

ACTION PLAN

GROUP/ORG: VCDS/D POLICE OPS
OBJECTIVE: Language of Work

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
1.	To use the appropriate official language in all communications within DND and the CF.	All members of D Police Ops	a. French for FLUs. b. English for FLUs. c. Bilingual if distribution to both FLU, ELU.	1 Sep 90 Immediately Immediately	- Wherever possible form letters may be developed for routine matters, eg. MPUIRs, inspection reports. - This activity is to be monitored by the organizational OL co-ordinator on a continuing basis.
2.	To answer verbal enquiries in official language of requestee.	All members of D Police Ops	a. respond directly. b. Transfer to a member in D Police Ops capable of responding.	Immediately Immediately	- All members answer telephone in bilingual format and transfer calls as required.
3.	To produce CF and DND signs in a bilingual format.	All members of D Police Ops	a. Bilingual signs to be displayed throughout Directorate.	1 Sep 90	- Local signs and notices will be posted in both official languages.
4.	To provide translations of all documents intended for wide readership or FLUs.	D Police Ops, Career Mgr.	a. Fill those positions identified as C/I level of competency in the written form.	Immediately	- Currently, there are two bilingual Officers in the Directorate and one francophone NCM. - APS 90 will see two additional francophone NCMs posted into "FF" level positions.

OFFICIAL LANGUAGES

ACTION PLAN

GROUP/ORG: VCDS/D POLICE OPS
OBJECTIVE: Language of Work

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
5.	To provide all administrative work instruments in both languages (including information technology systems, such as software.)	D Police Ops ADP Mgr.	a. All word processing programs to be in both languages. b. All spreadsheets programs to be in both languages. c. All data base programs to be in both languages.	1 Jan 91 1 Jan 91 1 Jan 91	- French versions are being sought - All future buys will include French Versions, if available.
6.	To publish all bilingual written work in side by side format.	All members of D Police Ops	a. All written work to be prepared in in Word Perfect format.	1 Sep 90	- WP 5.0 and latter versions have this capability.
7.	To review on an ongoing basis the language requirements of positions.	D Police Ops, OL Coord	a. Review needs and requirements prior to 1 Jan each year.	Immediately	- Any changes to be conveyed to the appropriate career mgr.
8.	To respect and provide the language rights of subordinates in all matters related to supervision.	All D Police Ops super- visors	a. All supervisors to be able to provide verbal and written counselling in in both languages.	APS 92	- There are two bilingual Officers and one NCM currently in the Directorate. - Two additional francophone NCMs arriving APS 90.
9.	To promote the use of both languages in BUs.	D Police Ops	a. Set specific goals for persons to communicate, work and conduct meetings and conferences in both languages.	Immediately	- Majority of work with ELUs. - Arrival of additional francophone NCMs APS 90 will provide more frequent use of French.

OFFICIAL LANGUAGES

ACTION PLAN

GROUP/ORG: VCDS/D POLICE OPS
OBJECTIVE: Equitable Participation

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
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NOTE: ONLY HAVE ONE CIVILIAN IN THIS DIRECTORATE. SHE IS AN ANGLOPHONE.

OFFICIAL LANGUAGES

ACTION PLAN

GROUP/ORG: VCDS/D POLICE OPS
OBJECTIVE: Communication with and Services to the Public

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
1.	To respond to all written and oral communications from the public in the official language used by that public.	All members of D Police Ops	<p>a. All telephones to be answered in bilingual format.</p> <p>b. All correspondence to be answered in language of originator.</p> <p>c. All communications difficulties to be referred to bilingual staff members.</p>	<p>Immediately</p> <p>Immediately</p> <p>Immediately</p>	<p>- There will be two additional francophones in the Directorate by APS 90.</p> <p>- This activity is to be monitored by the organizational OL co-ordinator on a continuing basis.</p> <p>- There are currently two bilingual Officers and one francophone NCM in the Directorate.</p>
2.	To offer services to the public in their choice of language. (with a clear indication that such service is available.)	All members of D Police Ops	a. All staff will clearly indicate that conversations can be conducted in French.	Immediately	- As above.

MEMORANDUM

1211-1 (DPSPR)

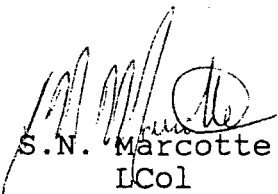
26 Apr 90

SO DG Secur

DPSPR OFFICIAL LANGUAGES (OL)
SECTORAL PLAN

Refs: A. 1211-1 (DG Secur) 20 Apr '90
B. 1211-1 (CIS) 20 Apr 90

Annexes A thru D constitute OL Sectoral Plan for DPSPR
as directed by refs A and B.


S.N. Marcotte
ICol
DPSPR
998-0279

Attachments:

Annex A - Organization DPSPR
Annex B - Language of Work
Annex C - Equitable Participation
Annex D - Communication with and Services to the Public

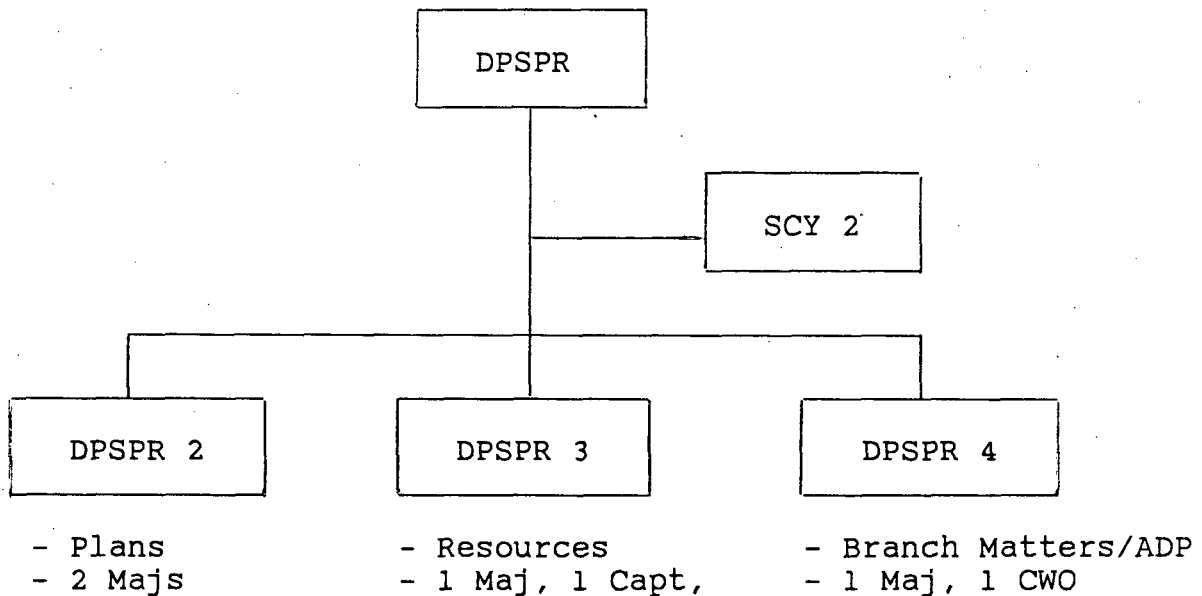
ANNEX A
TO 1211-1 (DPSPR)
DATED 26 APR 90

ORGANIZATION

DIRECTORATE POLICE AND SECURITY PLANS AND REQUIREMENTS (DPSPR)

1. Description. The Directorate of Police and Security Plans and Requirements provides the focal point for the management of the security and military police planning, resource acquisition, policy coordination and doctrine development functions. Matters concerning long range Information Technology planning and acquisition are monitored within this directorate. DPSPR also provides an advisory capability to the Security Branch Advisor with respect to Branch matters.

2. Organization Chart.



OFFICIAL LANGUAGES

ACTION PLAN

GROUP/ORG: VCDS/DPSPR
 OBJECTIVE: Language of Work

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
1	To use the appropriate official language in all written communications with units.	All members of DPSPR	a. French for FLUs. b. English for ELUs. c. Bilingual if distribution to both FLU,ELU.	1 Sep 90 1 Sep 90 1 Sep 90	- Where possible form letters may be developed for routine matters eg. notification of courses. - This activity is to be monitored by DG Secur OL coordinator on a continuing basis to ensure compliance.
2	To answer verbal enquiries in official language of requestee.	All members of DPSPR	a. Respond directly. b. Transfer to a member in DPSPR capable of responding in the language requested.	Immediately Immediately	- All members answer telephone in bilingual format and transfer calls as required.
3	To provide translation of documents in both official languages.	DPSPR Career Mgr.	a. Man one position per section with an individual with a C/I level of competency in the written form. b. To establish a permanent position for translation within DG Secur.	1 posn APS 91 1 posn APS 92 1 posn APS 93 1995/96	- Although there are three officers presently functional, no one in DPSPR is integral. Post APS 93 replacements must meet C/I level. - Attempt to find an offset if career manager cannot meet linguistic needs post APS 93. Otherwise, this action not required.

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
4	To review language requirements of peace establishment positions and re-adjust to meet actual needs.	DPSPR	To bring in line number of positions to meet language requirements within DPSPR.	a. Review - Sep 90 b. Remedy - Starting APS 91	- Bilingual positions are normally allocated on a 1 for 3 basis of positions. This may vary according to need. - Where possible consider French essential positions.
5	To staff supervisory positions with individuals to meet subordinates' language requirements.	DPSPR Career Manager	To ensure supervisors can communicate with subordinates in the latter's language of choice.	Starting APS 91	- Number of positions subject to results of Serial 4.
6	To produce signs, notices and posters in bilingual format.	All members of DPSPR	To prepare signs, notices and posters for display in in both English and French.	Immediately	- DG Secur OL Coordinator to monitor and advise appropriate director of violations.
7	To provide all administrative work instruments in both OL (including information technology systems, such as software).	DPSPR 2,3,4	Software programs, spread sheets etc to be produced in bilingual format.	Summer 91	- Resource acquisition is to include French versions of software, if available. - Normal format is side-by-side.

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
8	To promote the use of both OLs in day to day activities.	DPSPR and Section Heads	Encourage by example the use of both OLs in verbal communications and internal office workings.	Immediately	- Meetings to be conducted in both OLs.

ANNEX C
TO 1211-1 (DPSPR)
DATED 26 APR 90

OFFICIAL LANGUAGES

ACTION PLAN

GROUP/ORG: VCDS/DPSPR
OBJECTIVE: Equitable Participation

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
1	To attain equitable military participation within 2% of NRG ration in NCR.	DPSPR Career Manager	Post to meet NRG \pm 2% within DPSPR.	By 2002	- Based on present consensus and strength of DPSPR, 2 positions to be filled by Francophones.
2	To attain equitable civilian participation within NCR.	DPSPR CPO	NIL	N/A	- Only one civilian in DPSPR. Unable to subdivide one body into fractions.

OFFICIAL LANGUAGES

ANNEX D
TO 1211-1 (DPSPR)
DATED 26 APR 90

GROUP/ORG: VCDS/DPSPR
OBJECTIVE: Communication with and Services to the Public

ACTION PLAN

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
1	To provide services and communication to the public in both OLS.	All members of DPSPR	See Serials 1 & 2 of "Language of Work"	Immediately	- Although DPSPR org does not fit the technical definition of "Services to the Public" in normal day to day activities, any verbal or written correspondence will be provided to requestee in their First Official Language.

MEMORANDUM

1211-1 (DCFAP)

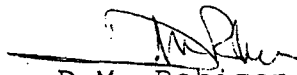
4 May 90

DGISS Adm

CIS OFFICIAL LANGUAGES SECTORAL PLAN

Ref: A. 1211-1 (DGISS Adm) 23 Apr 90

1. Herewith DCFAP submission in reply to ref A:
 - a. ANNEX A Action Plan
 - b. ANNEX B DCFAP Terms of Reference
 - c. DCFAP Org Chart


D.M. Robison
Cdr
DCFAP
8-0264

DCFAP

OFFICIAL LANGUAGES

ANNEX A
TO 1211-1 (DCFAP)
DATED MAY 90

ACTION PLAN

Serial (a)	Goal (b)	OPI (c)	Action (d)	Milestone (e)	Remarks (f)
1.	To use the appropriate official language (OL) in all written and oral communications with CFA Posts.	DCFAP	a. French for Paris Brussels, Rome and Cairo. b. English for remainder of Posts. c. Bilingual, if distribution to CF ELU FLU and other Govt Departments (OGD).	Sep 92 Achieved Sep 92	At present none of the staff in DCFAP have written or oral fluency in French
2.	To answer oral enquiries in either OL.	All DCFAP staff officers	a. Respond directly b. Transfer to another member of staff.	Immediately Immediately	At present time enquiries must be referred to another member of DGISS staff
3.	Conduct CFA preparatory briefings and training in either OL.	DCFAP	DCFAP and one other staff officer position to be encumbered at C/1 level of competency in writing.	Sep 94	As per serial 1. General: OL prerequisite for each DCFAP billet shall be identified through ECP/REMAR and OLIF action in order to meet the above goals. Bilingual civ positions must be annotated "imperative". The 'non-imperative' position is no longer applicable - term employees are not readily available to cover off incumbents who are on second language training. Similarly mil bilingual positions must be incumbered by personnel who actually meet the OL standard for that position.
4.	Publish all DCFAP instructions and briefing papers in both OL.	DCFAP	As per Serial 3.	Sep 93	

TO 1211-1 (DCFAP)

DATED MAY 90

TERMS OF REFERENCE

DIRECTOR CANADIAN FORCES ATTACHE PROGRAM

SUMMARY

1. The Director Canadian Forces Attache Program (DCFAP) is responsible to DGISS for the overall coordination and operation of the CFA Program.

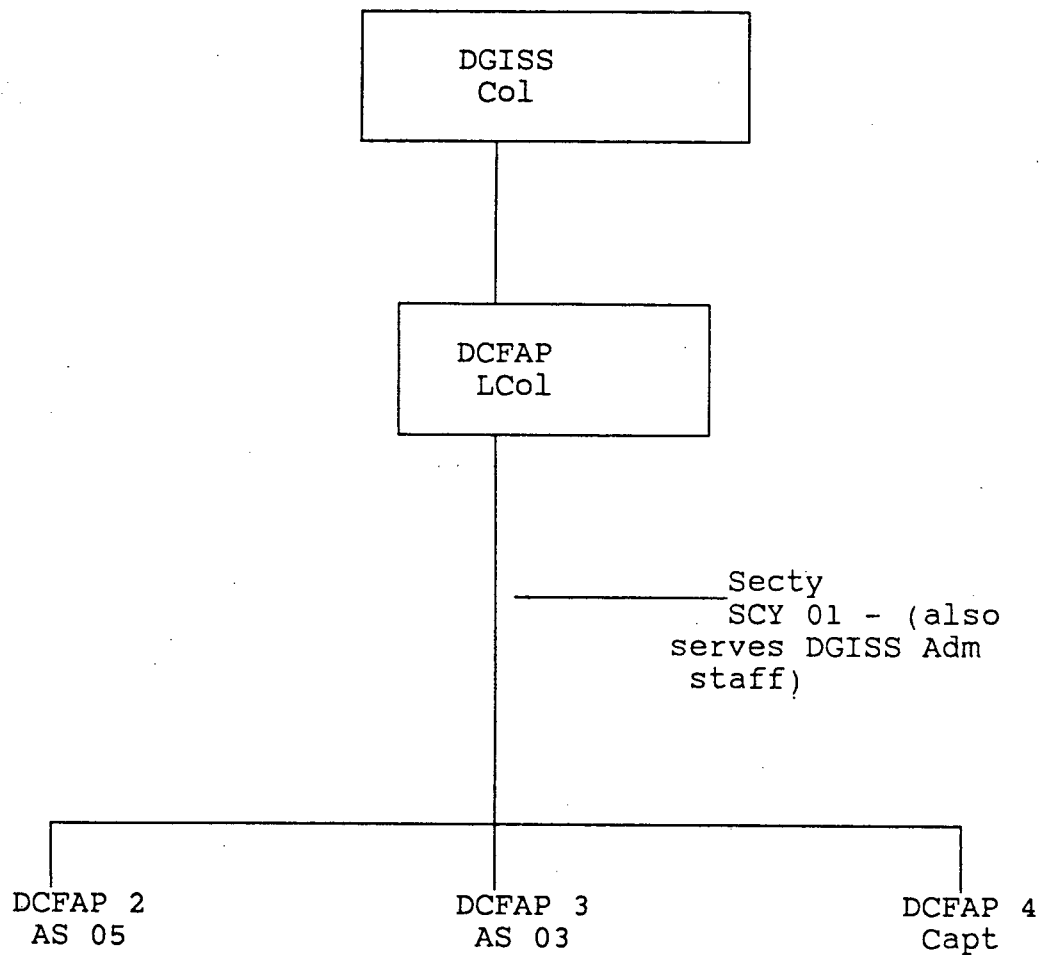
MAJOR RESPONSIBILITIES

2. DCFAP is responsible for:

- a. coordination of activities of CFA Offices as the NDHQ point of contact for all tasking and reporting;
- b. coordination of long range planning and policy development for the CFA Program;
- c. coordination of activity relating to the selection, training, and deployment of CFA (designates) and support staff, including tasking CIS resources and providing guidance and direction to non-CIS units for CFA personnel training;
- d. coordinating arrangements for CFA pre-posting briefing, mid-tour debriefing when so ordered, post-tour debriefing, CFA attendance at intelligence conferences, CFA attendance and personal support of Regional CFA conferences, and recording of and follow-up action for each;
- e. provision and coordination of program related administrative and financial support to CFA offices;
- f. liaison with DEA on matters of mutual concern relevant to assignment and operations of CFAs;
- g. preparation of briefing programs for other government departments concerning CFA activity;
- h. activity related to the familiarization of the program within the Department;
- j. direction and supervision of all activity of the Plans and Policy, Operations and Training Sections; and
- k. control and management of assigned directorate resources.

.../2

ANNEX C
TO 1211-1 (DCFAP)
DATED MAY 90



MEMORANDUM

FROM/DE: DCFAP / DPAFC

TO/A: DCFAP/DPAFC 2

DATE: 25/4/90

How would you like to start this.

By 2002, I believe we would need to conduct CFA prep & brief in bilingual format, publish any or all orders in either or bilingual format, conduct ~~all~~ oral or written communication in biling or either or, conduct briefings, meetings, conferences in bilingual format; have franco rep in DCFAP (as well as bilingual); plus provide the necessary bilingual machinery, books/dictionaries, signs, etc.

What we propose for 3-years can be shorter

Pse start.

Discuss Mon 30 Apr.



Andrew

MEMORANDUM

1211-1 (DGISS Adm)

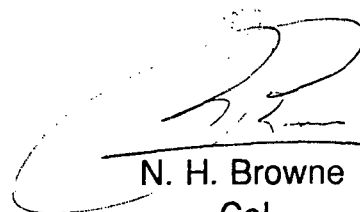
23 Apr 90

Distribution List

CIS OFFICIAL LANGUAGES
SECTORAL PLAN

Ref: 1211-1 (CIS) 20 Apr 90 (enclosed)

Sectoral plans for each directorate are to be submitted to DGISS
Adm by 3 May 90.



N. H. Browne
Col
DGISS
998-0533

DISTRIBUTION LIST

DISA

DFL

DCFAP

DGISS Adm

MEMORANDUM

1211-1 (CIS)

20 Apr 90

Distribution List

CIS OFFICIAL LANGUAGES
SECTORAL PLAN

Ref: 1211-1 (VCDS) 21 Feb 90 (NOTAL)

1. Ref directed all NDHQ Group Principals to produce a Group sectoral plan. VCDS has directed his group to produce a sectoral plan. Every branch, DG and directorate is to develop a sectoral plan. The plan will chart the course of action that must be pursued to reach the 2002 desired end state. One of the key issues in the sectoral plan will be that the actions taken to meet the three OL objectives by milestones are measurable from year to year.

2. The three OL objectives are :

- a. to provide services to and communicate with the Public in both Official Languages;
- b. to ensure equitable participation of both linguistic groups; and
- c. to make both English and French as the languages of work and establish the right of employees to use either Official Language.

Some organizations within the VCDS Group have already attained all three objectives, others have partially attained and still others have virtually not attained these objectives. I must emphasize that the purpose of the sectoral plan is not to lay blame, it is merely to state where we are now, where we are going and how we are going to get there with regard to the three OL objectives.

3. Inputs for the sectoral plan from within each Branch, Division and Directorate will vary, however, as a minimum each return will contain:

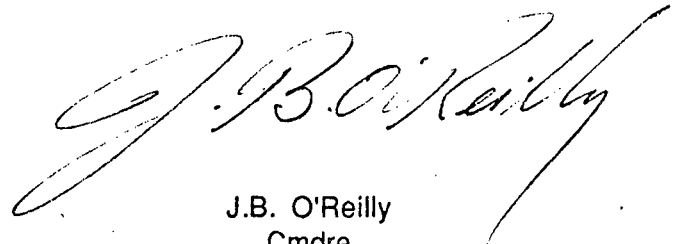
- a. a short description of the organization and mission;
- b. org chart;
- c. how each OL objective applies to the organization; and
- d. an action plan to achieve each OL objective by action required, rate and milestones.

.../2

- 2 -

An example format of an action plan is attached at Annex A, however, addressees are not restricted to this format. Once all returns are received, a standard format will be made for the VCDS sectoral plan. Addressees will also find enclosed an extract from Ref B that details the goals that are to be covered in the sectoral plan. Those goals that are not within VCDS purview have been crossed out. Furthermore, some of the goals in the enclosure may or may not apply to addressees area of responsibility.

4. Returns are to be submitted to CIS OPI DGISS Adm by 3 May 90. The VCDS Group Coord OL, LCol Marcotte DPSPR is available to provide advice as necessary. DGISS Adm will forward CIS Branch Plans to GCOL.



J.B. O'Reilly
Cmdre
A/CIS
998-0260

Attachment:

Annex A - sample of OL Action Plan

Enclosure: 1

DISTRIBUTION LIST

<u>Action</u>	<u>Info</u>
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DG Int	DPSPR
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DG Secur	
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→ DGISS	
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DGISS Adm	
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OFFICIAL LANGUAGES

ACTION PLAN

GROUP/ORG: VCDS/DPSPR

OBJECTIVE: Language of Work

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
1	To use the appropriate official language in all written communications with units.	All members of DPSPR	a. French for FLUs. b. English for ELUs. c. Bilingual if distribution to both FLU,ELU.	1 Sep 90 1 Sep 90 1 Sep 90	- Where possible form letters may be developed for routine matters eg. notification of courses. - This activity is to be monitored by organization OL coordinators on a continuing basis.
2	To answer verbal enquiries in official language of requestee.	All members of DPSPR	a. Respond directly. b. Transfer to a member in DPSPR capable of responding.	Immediately Immediately	- All members answer telephone in bilingual format and transfer calls as required.
3	To provide translation of documents in both official languages.	DPSPR Career Mgr.	a. Man one position per section with an individual with a C/I level of competency in the written form. b. To establish a permanent position for translation within DG Secur.	1 posn APS 91 1 posn APS 92 1 posn APS 93 1995/96	- Post APS 93 replacements must meet C/I level. - This action would be taken only if career manager could not meet linguistic needs.

specifies the language of work of units as being English, French or both English and French constitutes the organizational arrangement by which the Language of Work Objective is pursued in DND and the CF.

DND/CF GOALS - LANGUAGE OF WORK

307. The OPIs for implementing the goals of this section are shown after each goal. The schedule for implementation, where applicable, is included in the narrative of the goal. OPIs will develop their own OL sectoral plans based on these goals.

GOAL 2.1 Total Force Structure. To develop a Total Force Structure such that most military personnel of the Regular Force and Reserves can be trained and employed in their FOL and that, during rapid expansion of the CF, unilingual Canadians can be trained and employed operationally without undergoing second language training.

OPI: DCDS

GOAL 2.2 Rules of Communications. To use the appropriate (para 204 refers) official language(s)

officielles des Forces canadiennes, qui est décrit dans le chapitre 1 de ce document. En ce sens, le modèle des LO - qui attribue comme langue de travail aux unités l'anglais, le français ou les deux - est le moyen structural qu'utilisent le MDN et les FC pour atteindre leur objectif en matière de langue de travail.

BUTS DU MDN ET DES FC - LANGUE DE TRAVAIL

307. Les BPR responsables de la réalisation des buts énoncés dans cette section sont indiqués après chaque but. S'il y a lieu, le calendrier de réalisation d'un but est présenté dans la description du but. Les BPR devront établir leurs propres plans sectoriels en fonction de ces buts.

BUT 2.1 Structure globale. En arriver à une structure globale telle que la plupart des militaires de la Force régulière et de la Réserve puissent être instruits et employés dans leur PLO et que, en période d'accroissement rapide des FC, des Canadiens unilingues puissent être instruits et employés dans des opérations sans avoir à suivre des cours de langue seconde.

BPR: SCED

BUT 2.2 Règles de communication. Utiliser la ou les langues officielles

in all communications and to adhere to the Communication Guide for all communications within DND and the CF.

voulues (cf. par 204) dans toutes les communications et respecter les dispositions du Guide de communication dans toutes les communications au sein du MDN et des FC.

OPI: NDHQ Group Principals and Commanders of Commands

BPR: Chefs de groupe du QGDN et commandants de commandement

GOAL 2.3 Signage. To produce DND and CF signs and notices in a bilingual format, with equal prominence given to both official languages and with precedence of language based on the language designation of the unit in the case of ELUs and FLUs, and with English having precedence in the case of BUs. English shall have precedence for signage open to the public in Canada with the exception of the province of Quebec (CFAO 36-39 refers) and in countries where French is an official language.

BUT 2.3 Affichage. Établir les écriteaux et les avis du MDN et des FC en anglais et en français, en accordant une importance égale aux deux langues officielles, la primauté étant attribuée à l'anglais dans les ULA, au français dans les ULF et à l'anglais dans les UB. Au Canada, l'anglais aura la primauté dans les écriteaux et les avis publics, sauf au Québec (voir à ce sujet l'OAF 36-39) ainsi que dans les pays qui ont le français comme langue officielle.

OPI: NDHQ Group Principals and Commanders of Commands

BPR: Chefs de groupe du QGDN et commandants de commandement

GOAL 2.4 Central Services. To provide central services in the designated language(s) of the unit to permit

BUT 2.4 Services centraux. Offrir les services centraux dans la langue de travail des unités, de manière à permettre aux membres

	civilian and military personnel to work in the language(s) of their positions.		du personnel civil et militaire de travailler dans la langue de leur poste.
<u>OPI:</u>	NDHQ Group Principals and Commanders of Commands	<u>BPR:</u>	Chefs de groupe du QGDN et commandants de commandement
<u>GOAL 2.5</u>	<u>Personal Services.</u> To provide personal services to the DND and CF Community in the designated language(s) of the unit.	<u>BUT 2.5</u>	<u>Services personnels.</u> Offrir à la communauté du MDN et des FC des services personnels dans la langue de travail désignée des unités.
<u>OPI:</u>	NDHQ Group Principals and Commanders of Commands	<u>BPR:</u>	Chefs de groupe du QGDN et commandants de commandement
<u>GOAL 2.6</u>	<u>Printed Material.</u> To publish in both official languages all forms, notices, information letters, bulletins, documents and other printed matter which is intended for wide readership, or which is directed to both French Language and English Language units or to individuals of both linguistic groups in BUs.	<u>BUT 2.6</u>	<u>Imprimés.</u> Publier dans les deux langues officielles les formules, avis, circulaires, bulletins, documents et autres imprimés destinés à un large auditoire, à des unités de langue française et de langue anglaise ou aux UB.
<u>OPI:</u>	NDHQ Group Principals and Commanders of Commands	<u>BPR:</u>	Chefs de groupe du QGDN et commandants de commandement
<u>GOAL 2.7</u>	<u>Administrative Work Instruments.</u> To provide all administrative work instruments in both official languages.	<u>BUT 2.7</u>	<u>Instruments de travail d'ordre administratif.</u> Fournir tous les instruments de travail d'ordre administratif dans les deux langues officielles.

OPI: NDHQ Group Principals
and Commanders of
Commands

BPR: Chefs de groupe du
QGDN et commandants de
commandement

GOAL 2.8 Technical/Operational
Work Instruments. To
publish in both OL
new technical/
operational work
instruments that are
for wide and regular
use; and to establish
translation
priorities for
existing unilingual
technical/operational
work instruments
which will allow
training in both
official languages at
the basic and
intermediate levels,
and which will permit
ELUs, FLUs and BUs to
operate in the
appropriate
language(s) of work.

BUT 2.8 Instruments de travail
d'ordre technique ou
opérationnel. Publier
dans les deux langues
officielles tout
nouvel instrument de
travail d'ordre
technique ou
opérationnel
couramment et
largement utilisé, et
fixer les priorités de
traduction des
instruments de travail
d'ordre technique ou
opérationnel qui
n'existent
actuellement que dans
une seule langue, ce
qui, d'une part,
permettrait à des
personnes de suivre
des cours de niveau
élémentaire ou de
niveau intermédiaire
dans l'une ou l'autre
des langues
officielles, et,
d'autre part,
donnerait aux ULA, aux
ULF et aux UB la
possibilité de
travailler dans les
langues voulues.

OPI: ADM(Mat) with DCDS
input

BPR: SMA(Mat), avec le
concours du SCED

GOAL 2.9 Technology
Information System.
By January of 1991,
to acquire or achieve
the capability to
produce all new,
regularly and widely
used information
technology systems,

BUT 2.9 Systèmes
informatiques. D'ici
janvier 1991, faire en
sorte que tous les
nouveaux systèmes
informatiques -
logiciels compris -
couramment et
largement utilisés

including software packages, that can be operated in either official language.

puissent être exploités dans les deux langues officielles, soit en acquérant des systèmes qui répondent à cette exigence, soit en obtenant le moyen de les produire.

OPI: NDHQ Group Principals and Commanders of Commands

BPR: Chefs de groupe du QGDN et commandants de commandement

GOAL 2.10 Written Work Instrument Format.
To publish all written work instruments that are issued in both official languages in the preferred bilingual side-by-side column format. Where this format is not possible or practical, the next alternative shall be the opposite page face-to-face format.

BUT 2.10 Présentation des instruments de travail écrits. Publier les instruments de travail produits dans les deux langues officielles suivant la présentation bilingue recommandée, c'est-à-dire en deux colonnes, côte à côte. Si cela n'est pas possible ou n'est pas pratique, on utilisera la présentation face à face, en regard.

OPI: NDHQ Group Principals and Commanders of Commands

BPR: Chefs de groupe du QGDN et commandants de commandement

GOAL 2.11 Bilingual Technical Publication. To insert standard clauses in all contracts which clearly state the requirement for suppliers to provide simultaneously technical documentation in both official languages for equipment that will be in wide and regular use.

BUT 2.11 Publications techniques bilingues. Ajouter à tout contrat d'achat de matériel couramment et largement utilisé une clause standard obligeant clairement le fournisseur à fournir simultanément la documentation technique dans les deux langues officielles.

OPI: ADM(Mat) with DCDS
input

BPR: SMA(Mat), avec le
concours du SCED

GOAL 2.12 Language Designation
of Units. To
complete the language
designation of units
by 1992 in accordance
with the guidance
given in Chapter 1
and at Annex C of
this manual.

BUT 2.12 Désignation
linguistique des
unités. Mener à terme
la désignation
linguistique des
unités d'ici 1992,
conformément aux
directives données
dans le chapitre 1 et
l'annexe C de ce
document.

OPI: DCDS with ADM(Per)
input

BPR: SCED, avec le concours
du SMA(Per)

GOAL 2.13 Manning of CF Units.
To man CF units with
francophones and
anglophones so that
by the year 2002 the
strength of ELUs,
FLUs, and BUs will be
(maximum variations
to be within 5
percentage points) in
accordance with the
guidance given in
Chapter 1 of this
manual. Note: in
ELUs and FLUs the
minority population
will not normally
exceed 10% to avoid
impairing the
capability of the
unit of working in
its designated
language.

BUT 2.13 Dotation des unités
des FC. Doter les
unités des FC
d'effectifs
francophones et
anglophones de manière
que, d'ici l'an 2002,
la composition
linguistique du
personnel des ULA, des
ULF et des UB soit
conforme aux
directives énoncées
dans le chapitre 1 de
ce document (un écart
maximal de cinq points
de pourcentage étant
admis). Note: la
population minoritaire
travaillant dans les
ULA et les ULF ne
devrait pas excéder
10% de l'effectif de
façon à ne pas
entraver la capacité
de l'unité à
travailler dans sa
langue établie.

OPI: ADM(Per)

BPR: SMA(Per)

GOAL 2.14 Language Requirement of Positions. To review on an ongoing basis the language requirements of positions in accordance with instructions in the Manual for the Identification of Language Requirements of Military and Civilian Positions.

OPI: NDHQ Group Principals and Commanders of Commands

GOAL 2.15 Staffing of Bilingual Civilian Positions. To staff all civilian bilingual positions with incumbents who meet the language requirements of designated positions or can be trained to do so such that by the year 2002 bilingual positions are filled on a continuous basis with linguistically qualified personnel with a maximum variation of less than five percent.

OPI: NDHQ Group Principals and Commanders of Commands

BUT 2.14 Exigences linguistiques des postes. Réévaluer, de façon continue, les exigences linguistiques des postes, conformément aux instructions données dans le Manuel pour l'identification des exigences linguistiques des postes militaires et civils.

BPR: Chefs de groupe du QGDN et commandants de commandement

BUT 2.15 Dotation des postes civils bilingues. Assurer la dotation des postes civils bilingues de manière à ce que les titulaires satisfassent aux exigences linguistiques des postes désignés ou puissent recevoir la formation voulue, afin que, d'ici l'an 2002, les postes bilingues soient occupés en permanence par des personnes ayant les connaissances linguistiques voulues, l'écart maximal toléré étant inférieur à cinq pourcent.

BPR: Chefs de groupe du QGDN et commandants de commandement

GOAL 2.16 Manning of Bilingual Military Positions.
To progressively increase the manning of bilingual military positions in such a manner that the "steady-state" situation (ie, the situation where at least 90% of military bilingual positions are manned by linguistically qualified military personnel on a year-to-year basis) will be reached by the year 2002 and that the manning of these positions is shared by anglophone and francophone members in the same proportions as the NRG ratio with a maximum variation of less than 5 percent.

OPI: ADM(Per)

GOAL 2.17 Pool of Bilingual Military Personnel.
To increase the number of bilingual military personnel by a combination of language training (using a variety of avenues), recruiting of linguistically qualified personnel and the introduction of incentives to valorize the bilingual skill, so that the pool of bilingual military personnel will be sufficient to attain Goal 2.16.

BUT 2.16 Dotation des postes militaires bilingues.
Accroître progressivement la dotation des postes militaires bilingues de manière à atteindre un "état stable" (c'est-à-dire une situation dans laquelle au moins 90 % des postes militaires bilingues soient occupés, d'année en année, par des militaires qui ont les connaissances linguistiques voulues) d'ici l'an 2002, et que ces postes soient occupés par des anglophones et des francophones dans une proportion égale à celle des GRN, l'écart maximal toléré étant inférieur à cinq pourcent.

BPR: SMA(Per)

BUT 2.17 Personnel militaire bilingue. Accroître le nombre de militaires bilingues par la formation linguistique (qui peut elle-même faire appel à plusieurs avenues), le recrutement de personnes qui possèdent la compétence linguistique voulue et l'adoption de mesures propres à encourager le bilinguisme, de manière à créer un groupe de militaires bilingues suffisamment nombreux

pour que le but 2.16
soit atteint.

OPI: ADM(Per)
GOAL 2.18 Military Second Language Training.
To provide second language training to a sufficient number of military personnel at the appropriate levels of responsibility and MOCs to attain Goal 2.17 and to achieve the CF's objective of a bilingual Regular Force officer corps.

BPR: SMA(Per)
BUT 2.18 Formation en langue seconde des militaires. Offrir des cours de langue seconde à un nombre suffisant de militaires de niveaux de responsabilité et de GPM voulus, de manière à atteindre le but 2.17 et l'objectif de création d'un corps d'officiers bilingue au sein de la Force régulière.

OPI: ADM(Per)
GOAL 2.19 Civilian Second Language Training.
To provide second language training to civilian personnel to meet the language requirements of incumbents of bilingual positions and for career development.

BPR: SMA(Per)
BUT 2.19 Formation en langue seconde du personnel civil. Offrir des cours de langue seconde au personnel civil de manière à répondre aux besoins linguistiques des titulaires de postes bilingues et à l'avancement dans leur carrière.

OPI: ADM(Per)
GOAL 2.20 Language of Supervision. To fully respect the language rights of subordinates in all matters related to supervision (para 223 refers).

BPR: SMA(Per)
BUT 2.20 Langue de supervision. Respecter pleinement les droits linguistiques des subalternes dans toutes les questions relatives à la supervision (cf. par. 223).

<u>OPI:</u>	NDHQ Group Principals and Commanders of Commands	<u>BPR:</u>	Chefs de groupe du QGDN et commandants de commandement
<u>GOAL 2.21</u>	<u>Training and Professional Development.</u> To increase progressively the capacity of DND and the CF to provide basic and intermediate level training equally well in both official languages so that by the year 2002 such training will be fully available in English and in French.	<u>BUT 2.21</u>	<u>Formation et perfectionnement professionnel.</u> Accroître progressivement la capacité du MDN et des FC d'offrir des cours élémentaires et des cours de niveau intermédiaire de qualité égale dans les deux langues officielles, de manière à pouvoir offrir intégralement cette formation en anglais et en français d'ici l'an 2002.
<u>OPI:</u>	ADM(Per) and Commanders of Commands	<u>BPR:</u>	SMA(Per) et commandants de commandement
<u>GOAL 2.22</u>	<u>Promotion of the Use of Both Official Languages.</u> To promote the use of both official languages in BUs by setting specific goals for personnel to communicate, work and conduct meetings and conferences in both official languages.	<u>BUT 2.22</u>	<u>Promotion de l'utilisation des deux langues officielles.</u> Promouvoir l'utilisation des deux langues officielles dans les UB en énonçant un ensemble de buts précis pour inciter les membres du personnel à communiquer, à travailler et à tenir leurs réunions et conférences dans les deux langues officielles.
<u>OPI:</u>	NDHQ Group Principals and Commanders of Commands	<u>BPR:</u>	Chefs de groupe du QGDN et commandants de commandement

GOAL 2.23 Departmental Awareness Program.
To issue information on DND's official languages program on a regular basis through the various departmental media means and to include indoctrination courses on the official languages program in MOC training and professional development curricula.

OPI: ADM(Per)

SECTION 3 - EQUITABLE PARTICIPATION

GENERAL

308. The Equitable Participation objective is derived both from operational necessity and from provisions of the Official Languages Act. The Canadian Forces' capacity to expand rapidly in a period of crisis or war is enhanced if the peacetime language designation of Regular and Reserve Forces' units makes it possible for Canadians of both linguistic communities to be rapidly trained and incorporated into operational units with little or no language training. This can only be achieved if the Canadian Forces and DND can function in both official languages in peacetime, which, in turn, is only possible if both official language groups are proportionately represented in the military and civilian

BUT 2.23 Programme de sensibilisation du Ministère. Diffuser régulièrement des renseignements sur le programme des langues officielles du MDN en mettant à profit les divers moyens de communication du Ministère et prévoir des cours d'initiation au programme des langues officielles dans le cadre des programmes de formation et de développement professionnels.

BPR: SMA(Per)

SECTION 3 - PARTICIPATION ÉQUITABLE

GÉNÉRALITÉS

308. L'objectif de participation équitable découle à la fois des besoins d'ordre opérationnel et des dispositions de la Loi sur les langues officielles. Il sera d'autant plus facile pour les Forces canadiennes de grossir rapidement leurs effectifs en période de crise ou de guerre si la désignation linguistique des unités de la Force régulière et de la Réserve en temps de paix permet aux Canadiens des deux communautés linguistiques d'être rapidement instruits et intégrés à des unités opérationnelles sans avoir (ou presque) à suivre de cours de langue. Cet objectif ne pourra être atteint que si les Forces canadiennes et le MDN arrivent à fonctionner dans les deux langues officielles en temps de paix, et cette condition ne

components. Moreover, the Official Languages Act stipulates that English-speaking and French-speaking Canadians are to have equal opportunities to obtain employment and advancement in federal institutions, and that the composition of the workforce of federal institutions should reflect the presence of both the official language communities of Canada (Annex B refers).

DISCUSSION

309. As the DND workforce tends to be mobile only locally or regionally, the Department's employment patterns remains relatively stable. By way of contrast, the CF is organized on a functional basis, with military personnel being called to move frequently. This leads to significant differences in the equitable participation objective in its application to the civilian and the military component.

- a. Military Participation Objective. For military personnel, the CF aspire to the equitable representation of anglophone and francophone military personnel throughout the work structure at all levels of responsibility and in all Military Occupations.

pourra elle-même être remplie que si les deux groupes linguistiques sont équitablement représentés au sein des effectifs militaires et civils. De plus, la Loi sur les langues officielles prévoit que les Canadiens de langue anglaise et les Canadiens de langue française doivent avoir d'égales possibilités d'emploi et d'avancement dans les institutions fédérales et que la composition des effectifs des institutions fédérales doit témoigner de la présence des deux communautés linguistiques officielles du pays (cf. annexe B).

ANALYSE

309. Comme la mobilité des employés du MDN se limite généralement à une ville ou à une région, le régime d'emploi du Ministère est relativement stable. Les Forces canadiennes, par contraste, ont une organisation fonctionnelle, et les militaires sont souvent appelés à se déplacer. La participation équitable prend donc un sens bien différent pour les uns et les autres.

- a. Objectif de participation des militaires. Les FC doivent aspirer à obtenir chez les militaires une représentation équitable des deux groupes linguistiques, à tous les niveaux de responsabilité et dans chaque GPM, dans l'ensemble de la structure.

- b. Civilian Personnel - Participation
Objective. For civilian personnel, DND is committed to attaining, at all levels of responsibility and in all employment categories, a balance of minority and majority official language groups employed on a CF unit or a DND establishment which reflects the percentage of the representational groups that constitute the population pool from which DND draws its civilian personnel. On a global basis the participation ratio is based on the geographical distribution of the civilian component (Annex B refers).

DND/CF GOALS - EQUITABLE PARTICIPATION

310. The OPIs for implementing the goals of this section are shown after each goal while the schedule for implementation, where applicable, is included in the narrative of the goal. OPIs will prepare their own sectoral OL plans based on these goals.

- b. Objectif de participation du personnel civil. En ce qui concerne le personnel civil, le MDN s'engage à atteindre, à tous les niveaux de responsabilité et dans toutes les catégories d'emploi, un taux de représentation des membres des deux groupes linguistiques employés dans des unités des FC ou au sein du Ministère lui-même qui correspond à la proportion des groupes de représentation nationale formant le bassin de population duquel le MDN tire son personnel civil. Globalement, le taux de participation est en fonction de la répartition géographique des effectifs civils (cf. annexe B).

BUTS DU MDN ET DES FC - PARTICIPATION ÉQUITABLE

310. Les BPR responsables de la réalisation des buts énoncés dans cette section sont indiqués après chaque but. S'il y a lieu, le calendrier de réalisation d'un but est présenté dans la description du but. Les BPR devront établir leurs propres plans sectoriels en fonction de ces buts.

GOAL 3.1

Equitable

Participation -
Military Personnel.

To attain in the Regular Force component of the CF by the year 2002, proportional participation of the two official languages groups such that:

- a. overall participation should be within two percentage points of the prevailing NRG ratio;
- b. francophone servicemembers in FMC should not exceed 33%;
- c. participation ratio in AIRCOM should be within three percentage points of the overall NRG ratio;
- d. francophone participation MARCOM should attain at least 20%; and
- e. participation rates in individual MOCs should be within eight percentage points of the overall NRG ratio, with

BUT 3.1

Participation

équitable - personnel
militaire. Atteindre

au sein de la Force régulière des FC, d'ici l'an 2002, un taux de représentation des deux groupes linguistiques tel que:

- a. le ratio global de participation se situe à moins de deux points de pourcentage de la proportion courante des GRN;
- b. les militaires francophones ne forment pas plus de 33 % des effectifs de la FMC;
- c. le ratio de participation au sein du C Air se situe à moins de trois points de pourcentage de la proportion globale des GRN;
- d. les francophones représentent au moins 20 % des effectifs du COMAR; et
- e. les ratios de participation au sein de chaque GPM se situent à moins de huit points de pourcentage de la proportion

wider variations
for smaller
MOCs.

globale des GRN,
un écart plus
important étant
cependant admis
dans le cas des
petits GPM. .

Note: The
participation
breakdown for
the Reserve
Force component
will be given in
the appropriate
sectoral plans.

Note: Les données
relatives à la
participation au
sein des Réserves
apparaîtront dans
les plans
sectoriels
appropriés.

OPI: ADM(Per)

GOAL 3.2 Equitable
Participation -
Civilian Personnel.
By 2002, to attain
and maintain civilian
personnel
participation of the
two official
languages groups, at
all levels of
responsibility and in
all categories of
employment, in
proportion to the
linguistic
composition ratio of
the population pool
from which DND
recruits its civilian
personnel for CF
units and DND
establishments.
Variation should not
exceed five
percentage points
except when necessary
to meet special
language of work
requirements of ELUs,
FLUs, BUs or ULUs.
The global
participation ratio

BPR: SMA(Per)

BUT 3.2 Participation
équitable - personnel
civil. D'ici l'an
2002, atteindre et
maintenir, à tous les
niveaux de
responsabilité et dans
toutes les catégories
d'emploi, un taux de
participation du
personnel civil des
deux groupes
linguistiques qui soit
proportionnel à la
composition
linguistique du bassin
de population duquel
le MDN tire le
personnel civil pour
le compte unités des
FC et du Ministère
lui-même. Les écarts
ne devraient pas
dépasser cinq points
de pourcentage, sauf
s'il s'agit de
répondre aux besoins
spéciaux en matière de
langue de travail des
ULA, des ULF, des UB
ou des ULN. Le taux
de participation

of 77A/23F for the civilian component should be maintained with a variation of less than two percentage points (Annex B refers).

global de 77A/23F appliqué aux effectifs civils devrait être maintenu, l'écart admis étant dans ce cas inférieur à deux points de pourcentage (cf. annexe B).

OPI: NDHQ Group Principals and Commanders of Commands

BPR: Chefs de groupe du QGDN et commandants de commandement

GOAL 3.3 National Representation Group Ratio. To determine and promulgate following each decennial census (eg, 1981, 1991, 2001) the NRG and civilian component participation ratios which remain in force until the next decennial census (Annex B refers).

BUT 3.3 Proportion des groupes de représentation nationale. Établir et faire connaître après chaque recensement décennal (1981, 1991, 2001, etc.) la proportion des GRN et les taux de participation des éléments civils qui demeureront en vigueur jusqu'au prochain recensement décennal (cf. annexe B).

OPI: ADM(Per)

BPR: : SMA(Per)

SECTION 4 - COMMUNICATIONS
WITH THE PUBLIC

SECTION 4 - COMMUNICATIONS
AVEC LE PUBLIC

INTRODUCTION

311. The Official Languages Act stipulates that every federal institution has the duty to ensure that any member of the public can communicate with and obtain available services from the head or central office in either official language, and has the same duty with respect to any of its other offices or facilities within the National Capital Region, or in Canada or elsewhere, where there is significant demand for communications with and services

INTRODUCTION

311. Selon la Loi sur les langues officielles, les institutions fédérales ont toutes le devoir de s'assurer que la population puisse communiquer avec leur siège social ou leur bureau principal et en obtenir les services qu'on y offre normalement, en anglais ou en français, et de voir à ce qu'il en aille de même dans tout bureau ou établissement de la Région de la capitale nationale ou, au Canada ou ailleurs, chaque fois qu'une demande importante de

shall reflect the bilingual character of Canada and any communications with the public at such events will be in the language(s) used in the area where the event takes place.

DND/CF GOALS - COMMUNICATIONS
WITH AND SERVICES TO THE PUBLIC

314. Neither OPIs nor deadlines are assigned separately to each goal in this section, since all NDHQ Group Principals and Commanders of Commands are identified as OPIs for implementing each of the goals and since the mechanism for goal implementation is already in place.

GOAL 4.1 Communications. To respond to all written and oral communications from the public in the official language used by that public in addressing DND or the CF. For written correspondence, when the preferred official language of the addressee is unknown, both official languages shall be used.

fonction du critère de la demande importante, et on désignera à cette fin le nombre voulu de postes bilingues. De plus, on veillera à ce que les événements publics (démonstrations aériennes, expositions, concerts, événements nationaux et internationaux, etc.) témoignent du caractère bilingue du Canada et que les communications avec le public s'y fassent dans la langue ou les langues de la région où l'événement a lieu.

BUTS DU MDN ET DES FC -
COMMUNICATIONS AVEC LE PUBLIC ET
SERVICES OFFERTS AU PUBLIC

314. Il n'y a pas de BPR désigné ou de délais attribués à chacun des buts énoncés dans cette section puisque les chefs de groupe du QGDN et les commandants de commandement ont tous la responsabilité, en qualité de BPR, de voir à la réalisation de chacun des buts, et puisque les mécanismes nécessaires à cette fin existent déjà.

BUT 4.1 Communications. Répondre à toutes les communications écrites et verbales du public dans la langue officielle de l'interlocuteur. Si, dans une communication écrite, la langue officielle normalement utilisée par le destinataire n'est pas connue, on utilisera les deux langues officielles.

GOAL 4.2 Active Offer of Service. To offer services with a clear indication, both verbal and visual, at the outset of a dialogue that the service is available in the language of choice of the recipient of that service.

BUT 4.2 Offre active de services. Offrir les services en indiquant clairement, verbalement et visuellement, dès l'ouverture d'un dialogue, que les services sont disponibles dans la langue officielle que l'interlocuteur désire.

GOAL 4.3 Units Dealing with the Public. To designate as BUs those units whose function it is to communicate in both OL with the public, and to ensure appropriate manning of positions within these units to provide the required capability in both official languages on a permanent basis.

BUT 4.3 Unités en contact avec le public. Désigner comme UB les unités dont le rôle consiste à communiquer dans les deux langues officielles avec le public et voir à ce que ces unités soient dotées en permanence d'effectifs en mesure de fournir les services requis dans les deux langues officielles.

OPI: Commanders of
 Commands, ADM(Per),
 DG Exec Sec, DG Info,
 ADM(Mat)

BPR: Commandants de
 commandement,
 SMA(Per), DG Sec exéc,
 DG Info, SMA(Mat)

SECTION 5 - SECTORAL OFFICIAL LANGUAGES PLANS

SECTION 5 - PLANS SECTORIELS DE LANGUES OFFICIELLES

GENERAL

315. As described earlier, the DM and CDS are responsible and accountable for the overall conduct of the official languages program of DND and the CF. With respect to implementation, their authority is delegated along the chain of command, via Commanders of Commands and NDHQ Group Principals to commanders and

GÉNÉRALITÉS

315. Ainsi qu'on l'a vu précédemment, le SM et le CED sont globalement responsables du programme des langues officielles au sein du MDN et des FC. Pour ce qui est de l'application du programme, leur pouvoir est délégué, par l'intermédiaire des commandants de commandement et des chefs de groupe du QGDN, aux commandants et aux cadres de tous

managers at all levels. Each is accountable for developing and implementing his/her own tasks and activities in support of the program objectives and goals. Functional commanders and NDHQ Group Principals are directly responsible for implementing the program within both DND and the CF under their command/responsibility.

PLANNING

316. The Official Languages Program of DND and the CF derives from both the provisions of the OLA and from the requirement for the CF and DND to have a capacity to expand rapidly in periods of tension or crisis, by developing an infrastructure such that Canadians can be employed with little or no need for second language training. Hence, the full integration of official languages considerations into all activities of DND and the CF is critical to the development of a fully effective Force and of the civilian element to support an enhanced operational readiness. This can only be achieved by involving commanders and managers at all levels through a well-structured delegation of responsibility and authority with appropriate accountability mechanisms. This process is effected by means of official languages implementation plans tailored to the various levels of responsibility within DND and the CF and submitted for review to the next higher level of responsibility. It also requires that all those who have

les niveaux. Chacun est à son tour responsable d'énoncer et d'appliquer des mesures propres à appuyer la réalisation des objectifs et des buts du programme. Il appartient donc aux commandants fonctionnels et aux chefs de groupe du QGDN de voir directement à l'application du programme dans leur commandement ou leur secteur de compétence, au MDN comme dans les FC.

PLANIFICATION

316. Le programme des langues officielles du MDN et des FC découle des dispositions de la LLO et de la nécessité pour les FC et le MDN d'être en mesure de grossir rapidement leurs effectifs en période de tension ou de crise, en se donnant une infrastructure qui leur permette d'employer des Canadiens sans avoir, ou presque, à leur donner de cours de langue seconde. L'entière intégration de la question des langues officielles à toutes les activités du MDN et des FC est donc essentielle à la constitution d'une Force pleinement efficace et d'un élément civil apte à en favoriser l'état de préparation opérationnelle. Ces objectifs ne pourront être atteints que si les commandants et les cadres de tout niveau y travaillent, à l'intérieur d'une structure de délégation de responsabilités et de pouvoirs bien comprise et doublée des mécanismes de responsabilité utiles. À cette fin, les divers niveaux de responsabilité du MDN et des FC devront énoncer des plans d'application du programme des langues officielles adaptés à leur situation et les soumettre à

linguistic responsibilities be informed of them; this will require inclusion of those responsibilities in terms of reference and position analysis schedules from which the accountability will be derived. Commanders of Commands and NDHQ Group Principals submit their implementation plans to DM/CDS for review while bases, stations and units are tasked by and submit to Commanders of Commands and to NDHQ Group Principals their official languages implementation plans.

PLAN FORMAT

317. As the particular needs of the various organizations called upon to prepare implementation plans vary significantly, a standard format for those plans is not prescribed. It is expected, however, that the individual implementation plans will stem directly from the DND/CF framework plan in so far as the three fundamental objectives and goals of the program are addressed; sectoral implementation plans are to state the tasks and activities that organizations will undertake in support of the corporate goals and will be formulated in a manner to facilitate audit in terms of quantities and timeframes. The recommended period of planning is three years; however, deviations required by the

l'examen de l'échelon supérieur. De plus, il importe que tous ceux qui ont des responsabilités en matière de langue en soient informés; ces responsabilités seront énoncées dans le mandat des titulaires et les formules d'analyse des postes qui servent de base à l'application du principe de la responsabilité. Les commandants de commandement et les chefs de groupe du QGDN doivent soumettre leur plan au SM ou au CED qui en fera l'examen; les bases, les stations et les unités, pour leur part, soumettront leur plan d'application du programme des langues officielles aux commandants de commandement et aux chefs de groupe du QGDN, à la demande de ces derniers.

PRÉSENTATION DU PLAN

317. Comme les besoins des divers services appelés à énoncer des plans varient sensiblement, il n'est pas recommandé de plan type. On s'attend toutefois à ce que les plans d'application du programme s'inspirent directement du plan directeur du MDN et des FC en ce qui a trait aux trois objectifs fondamentaux et aux buts du programme. Les plans sectoriels devraient comporter un énoncé des mesures que leurs auteurs entendent prendre pour appuyer la réalisation des buts du MDN et des FC, et ils devraient être formulés d'une manière qui en facilite la vérification sur le plan quantitatif et du point de vue des délais. La période de planification recommandée est de trois ans; on pourra évidemment s'en écarter si la nature des activités le justifie.

from that office or facility in that language.

312. While the term, "public" in the Act applies to all Canadians, it does not include members of the DND and CF community insofar as personal and central services provided by DND are concerned. It has been determined that personal services provided to the DND and CF community come under the Language of Work objective and not under the Communication with and Provision of Services to the Public objective.

AREA OF APPLICATION

313. In DND and the CF, units which by their nature are called upon to communicate with the public shall have a bilingual capacity when located in a bilingual region (Treasury Board Circular 1982-6, Annex A refers) or when they are located outside bilingual regions if significant demand is deemed to exist. Units which by their nature are called upon to communicate with the public include: Rescue Co-ordination Centers (RCC), Recruiting Centers, Base Civilian Personnel Offices, Information Offices, contact points at NDHQ, major commands' HQs, and regional HQs. Language of communications between bases and the local community, such as contacts with local contractors, will be determined on the basis of significant demand and will be accommodated by appropriate designation of bilingual positions. In addition, any public event, such as air shows, exhibitions, concerts, national and international events etc,

communications et de services le justifie.

312. Bien que le terme "public" utilisé dans la Loi s'applique à tous les Canadiens, il ne comprend pas les membres de la communauté du MDN et des FC pour ce qui est des services personnels et des services centraux offerts par le MDN. On a en effet établi que les services personnels offerts à la communauté du MDN et des FC relèvent de l'objectif "langue de travail" et non de l'objectif "communications avec le public et services offerts au public".

DOMAINE D'APPLICATION

313. Les unités du MDN et des FC qui sont appelées, de par leurs fonctions, à communiquer avec le public doivent se donner les moyens de le faire dans les deux langues officielles si elles se trouvent dans une région bilingue (voir à ce sujet l'annexe A de la Circulaire du Conseil du Trésor 1982-6) ou, si elles se trouvent à l'extérieur d'une région bilingue, lorsqu'une demande importante semble le justifier. Les unités qui, du fait de leurs fonctions, sont appelées à communiquer avec le public comprennent notamment : les centres de coordination des opérations de sauvetage (CCOS), les centres de recrutement, le bureau du personnel civil des bases, les bureaux de renseignements, les points de contact du QGDN, le QG des principaux commandements et les QG régionaux. La langue de communication entre une base et la collectivité (entre une base et des entrepreneurs locaux, par exemple) sera déterminée en

MEMORANDUM

1211-415 P/A
~~1211-415~~ (DIPD)


02 May 90

DGISS Adm 3


DG INT OFFICIAL LANGUAGES SECTORAL PLAN

Refs: A. 1211-1 (CIS) 20 Apr 90
B. 1211-1 (VCDS) 21 Feb 90

1. Enclosed is the required Sectoral Plan for DG Int. The plan will state the present situation with regard to the official languages within DG Int, the future objectives, and the intended actions to achieve the goal.
2. Of the three CF OL objectives, that "to provide services and to communicate with the public in both Official Languages" is perhaps the least applicable to this organization. Due to the very nature of our tasking, contact with the public is minimal.
3. Detailed action plans for DG Int are attached as Annexes B, C and D. In each serial, the related CF goal is annotated. Only those CF goals upon which DG Int can have some effect are addressed. For example, GOAL 2.19 - Civilian Second Language Training belongs to ADM(Per) and is, therefore, left out.
4. A short description of the organization and mission of DG Int and an org chart are attached as Annex A.


D.J. Beatty
LCol
DIPD
998-0280

Enclosures:


B Alexander, Capt/DIPD 3-2/kip

ANNEX A
TO 1211-1 (DIPD)
DATED 26 APRIL 1990

DG INT MISSION AND ORGANIZATION

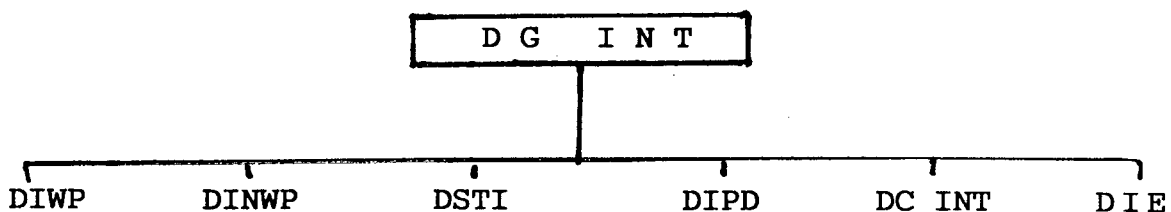
MISSION

1. DG Int provides the defence intelligence required to plan, conduct and train for Canadian Forces operations and as input to Canadian national assessments.

2. The DG Int organization is composed of six directorates, as follows:

- a. Directorate Intelligence Warsaw Pact (DIWP);
- b. Directorate Intelligence Non-Warsaw Pact (DINWP);
- c. Directorate Scientific and Technical Intelligence (DSTI);
- d. Directorate Intelligence Plans and Doctrine (DIPD);
- e. Directorate Current Intelligence (DC Int); and
- f. Directorate of Imagery Exploitation (DIE).

ORGANIZATION CHART



ANNEX B
TO 1211-1 (DIPD)
DATED APR 90

OFFICIAL LANGUAGES - ACTION PLAN

GROUP: DG Int

OBJECT: Language of Work

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
	CF GOAL 2-2. To use the appropriate official language in all communications within DND and the CF.	All members of DG Int	a. English for ELUs b. French for FLUs c. Bilingual if dist is to both ELU & FLU.	Immediately	Personnel will adhere to the <u>Communications Guide</u> for all communications within DND and the CF.
2.	CF GOAL 2-5. To provide personal services to the DND and CF community in the designated language of the unit.	All members of DG Int	a. Respond in both OL to all verbal inquiries. b. Transfer to a member of DG Int capable of responding.	Immediately	Although pers with capability in both OL are widely available, compartmentalization of information may yield some delays. DG Int does not routinely deal with the public, only other government departments.
3.	CF GOAL 2-6. To provide translation of all documents intended for wide readership or FLUs.	All members of DG Int	Publish all documents/ publications in both OL in side by side format.	01 Jan 97	In crisis situations where lives are at stake and important operational decisions must be taken, it may not be prudent to take the time to have vital intelligence translated into the second OL. Because of the large quantity of curent intelligence disseminated daily, lacking available bilingual computer software or funding may cause delays.
4.	CF GOAL 2-10. To publish all written work (issued in both OL) in side by side format.	All members of DG Int	All written work to be in both OL	01 Jan 97	- same as Serial 3 -

ANNEX B
TO 1211-1 (DIPD)
DATED APR 90

GROUP: DG INT

LANGUAGE OF WORK (cont'd..)

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
5.	CF GOAL 2.14. To review on an ongoing basis the language requirements of positions.	DG INT	Review needs and requirements yearly.	Immediately	Any changes are relayed to appropriate Career Manager.
	GOAL 2.20. To respect and provide for the language rights of subordinates in all matters related to supervision.	All Supervisors	All supervisors to be able provide verbal and written counselling in both OL	01 Jan 98	Lack of available French courses combined with recruitment of non-bilingual people will probably delay implementation.
7.	CF GOAL 2.22 To promote the use of both languages in BUs.	DG INT	Set specific goals for personnel to work in both OL.	Immediately	a. Promotion of the use of English is not required within DG INT. b. DG INT has no control over CF recruiting, DND hiring, or French language trg. Therefore, this makes it difficult to promote the use of French when all employees, and more than 90% of users, speak English.

ANNEX
TO 1211-1 (DIPD)
DATED 30 APR 90

OFFICIAL LANGUAGES - ACTION PLAN

GROUP: DG Int

OBJECT: Equitable Participation

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
	to attain and maintain personnel participation in French in proportion to National	DG INT	Review number of bi-lingual positions after each census.	01 Jan 02	

ANNEX D
TO 1211-1 (DIPD)
DATED 30 APR 90

OFFICIAL LANGUAGES - ACTION PLAN

GROUP: DG Int

OBJECT: Communication with the Public

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
1.	CF GOAL 4-1. To respond to all communication from the public in the OL used by the public.	All members of DG INT	a. All telephones to be answered in bi-lingual format. b. All communications difficulties to be referred to bilingual staff members.	Immediately	As an intelligence production Division, communications with the public is rare - usually by accident. Written communication is provided now in the OL used by addressee.

MEMORANDUM

1211-1 (DGISS Adm)

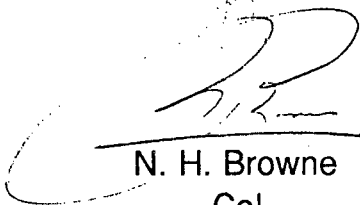
23 Apr 90

Distribution List

**CIS OFFICIAL LANGUAGES
SECTORAL PLAN**

Ref: 1211-1 (CIS) 20 Apr 90 (enclosed)

Sectoral plans for each directorate are to be submitted to DGISS
Adm by 3 May 90.


N. H. Browne
Col
DGISS
998-0533

DISTRIBUTION LIST

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MEMORANDUM

1211-1 (CIS)

20 Apr 90

Distribution List

CIS OFFICIAL LANGUAGES
SECTORAL PLAN

Ref: 1211-1 (VCDS) 21 Feb 90 (NOTAL)

1. Ref directed all NDHQ Group Principals to produce a Group sectoral plan. VCDS has directed his group to produce a sectoral plan. Every branch, DG and directorate is to develop a sectoral plan. The plan will chart the course of action that must be pursued to reach the 2002 desired end state. One of the key issues in the sectoral plan will be that the actions taken to meet the three OL objectives by milestones are measurable from year to year.

2. The three OL objectives are :

- a. to provide services to and communicate with the Public in both Official Languages;
- b. to ensure equitable participation of both linguistic groups; and
- c. to make both English and French as the languages of work and establish the right of employees to use either Official Language.

Some organizations within the VCDS Group have already attained all three objectives, others have partially attained and still others have virtually not attained these objectives. I must emphasize that the purpose of the sectoral plan is not to lay blame, it is merely to state where we are now, where we are going and how we are going to get there with regard to the three OL objectives.

3. Inputs for the sectoral plan from within each Branch, Division and Directorate will vary, however, as a minimum each return will contain:

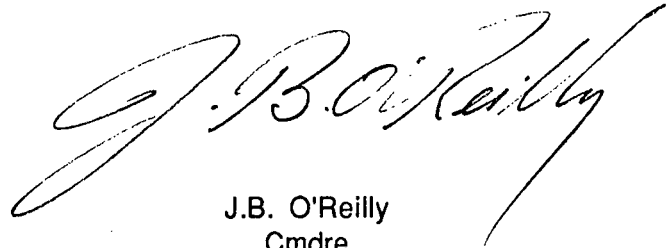
- a. a short description of the organization and mission;
- b. org chart;
- c. how each OL objective applies to the organization; and
- d. an action plan to achieve each OL objective by action required, rate and milestones.

.../2

- 2 -

An example format of an action plan is attached at Annex A, however, addressees are not restricted to this format. Once all returns are received, a standard format will be made for the VCDS sectoral plan. Addressees will also find enclosed an extract from Ref B that details the goals that are to be covered in the sectoral plan. Those goals that are not within VCDS purview have been crossed out. Furthermore, some of the goals in the enclosure may or may not apply to addressees area of responsibility.

4. Returns are to be submitted to CIS OPI DGISS Adm by 3 May 90. The VCDS Group Coord OL, LCol Marcotte DPSPR is available to provide advice as necessary. DGISS Adm will forward CIS Branch Plans to GCOL.



J.B. O'Reilly
Cmdre.
A/CIS
998-0260

Attachment:

Annex A - sample of OL Action Plan

Enclosure: 1

DISTRIBUTION LIST

<u>Action</u>	<u>Info</u>
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DG Int	DPSPR
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DG Secur	
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→ DGISS

DGISS Adm	
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OFFICIAL LANGUAGES

ACTION PLAN

GROUP/ORG: VCDS/DPSPR
OBJECTIVE: Language of Work

SERIAL	GOAL	OPI	ACTION	MILESTONE	REMARKS/STATUS
1	To use the appropriate official language in all written communications with units.	All members of DPSPR	a. French for FLUs. b. English for ELUs. c. Bilingual if distribution to both FLU, ELU.	1 Sep 90 1 Sep 90 1 Sep 90	- Where possible form letters may be developed for routine matters eg. notification of courses. - This activity is to be monitored by organization OL coordinators on a continuing basis.
2	To answer verbal enquiries in official language of requestee.	All members of DPSPR	a. Respond directly. b. Transfer to a member in DPSPR capable of responding.	Immediately Immediately	- All members answer telephone in bilingual format and transfer calls as required.
3	To provide translation of documents in both official languages.	DPSPR Career Mgr.	a. Man one position per section with an individual with a C/I level of competency in the written form. b. To establish a permanent position for translation within DG Secur.	1 posn APS 91 1 posn APS 92 1 posn APS 93 1995/96	- Post APS 93 replacements must meet C/I level. - This action would be taken only if career manager could not meet linguistic needs.

specifies the language of work of units as being English, French or both English and French constitutes the organizational arrangement by which the Language of Work Objective is pursued in DND and the CF.

DND/CF GOALS - LANGUAGE OF WORK

307. The OPIs for implementing the goals of this section are shown after each goal. The schedule for implementation, where applicable, is included in the narrative of the goal. OPIs will develop their own OL sectoral plans based on these goals.

GOAL 2.1 Total Force Structure. To develop a Total Force Structure such that most military personnel of the Regular Force and Reserves can be trained and employed in their FOL and that, during rapid expansion of the CF, unilingual Canadians can be trained and employed operationally without undergoing second language training.

OPI: DCDS

GOAL 2.2 Rules of Communications. To use the appropriate (para 204 refers) official language(s)

officielles des Forces canadiennes, qui est décrit dans le chapitre 1 de ce document. En ce sens, le modèle des LO - qui attribue comme langue de travail aux unités l'anglais, le français ou les deux - est le moyen structural qu'utilisent le MDN et les FC pour atteindre leur objectif en matière de langue de travail.

BUTS DU MDN ET DES FC - LANGUE DE TRAVAIL

307. Les BPR responsables de la réalisation des buts énoncés dans cette section sont indiqués après chaque but. S'il y a lieu, le calendrier de réalisation d'un but est présenté dans la description du but. Les BPR devront établir leurs propres plans sectoriels en fonction de ces buts.

BUT 2.1 Structure globale. En arriver à une structure globale telle que la plupart des militaires de la Force régulière et de la Réserve puissent être instruits et employés dans leur PLO et que, en période d'accroissement rapide des FC, des Canadiens unilingues puissent être instruits et employés dans des opérations sans avoir à suivre des cours de langue seconde.

BPR: SCED

BUT 2.2 Règles de communication. Utiliser la ou les langues officielles

in all communications
and to adhere to the
Communication Guide
for all communica-
tions within DND and
the CF.

voulues (cf. par 204)
dans toutes les
communications et
respecter les
dispositions du Guide
de communication dans
toutes les
communications au sein
du MDN et des FC.

OPI: NDHQ Group Principals
and Commanders of
Commands

BPR: Chefs de groupe du
QGDN et commandants de
commandement

GOAL 2.3 Signage. To produce
DND and CF signs and
notices in a
bilingual format,
with equal prominence
given to both
official languages
and with precedence
of language based on
the language
designation of the
unit in the case of
ELUs and FLUs, and
with English having
precedence in the
case of BUs. English
shall have precedence
for signage open to
the public in Canada
with the exception of
the province of
Quebec (CFAO 36-39
refers) and in
countries where
French is an official
language.

BUT 2.3 Affichage. Établir
les écriteaux et les
avis du MDN et des FC
en anglais et en
français, en accordant
une importance égale
aux deux langues
officielles, la
primauté étant
attribuée à l'anglais
dans les ULA, au
français dans les ULF
et à l'anglais dans
les UB. Au Canada,
l'anglais aura la
primauté dans les
écriteaux et les avis
publics, sauf au
Québec (voir à ce
sujet l'O AFC 36-39)
ainsi que dans les
pays qui ont le
français comme langue
officielle.

OPI: NDHQ Group Principals
and Commanders of
Commands

BPR: Chefs de groupe du
QGDN et commandants de
commandement

GOAL 2.4 Central Services. To
provide central
services in the
designated
language(s) of the
unit to permit

BUT 2.4 Services centraux.
Offrir les services
centraux dans la
langue de travail des
unités, de manière à
permettre aux membres

	civilian and military personnel to work in the language(s) of their positions.		du personnel civil et militaire de travailler dans la langue de leur poste.
<u>OPI:</u>	NDHQ Group Principals and Commanders of Commands	<u>BPR:</u>	Chefs de groupe du QGDN et commandants de commandement
<u>GOAL 2.5</u>	<u>Personal Services.</u> To provide personal services to the DND and CF Community in the designated languages(s) of the unit.	<u>BUT 2.5</u>	<u>Services personnels.</u> Offrir à la communauté du MDN et des FC des services personnels dans la langue de travail désignée des unités.
<u>OPI:</u>	NDHQ Group Principals and Commanders of Commands	<u>BPR:</u>	Chefs de groupe du QGDN et commandants de commandement
<u>GOAL 2.6</u>	<u>Printed Material.</u> To publish in both official languages all forms, notices, information letters, bulletins, documents and other printed matter which is intended for wide readership, <u>or</u> which is directed to both <u>French Language and English Language</u> units <u>or</u> to individuals of both linguistic groups in BUs.	<u>BUT 2.6</u>	<u>Imprimés.</u> Publier dans les deux langues officielles les formules, avis, circulaires, bulletins, documents et autres imprimés destinés à un large auditoire, à des unités de langue française et de langue anglaise ou aux UB.
<u>OPI:</u>	NDHQ Group Principals and Commanders of Commands	<u>BPR:</u>	Chefs de groupe du QGDN et commandants de commandement
<u>GOAL 2.7</u>	<u>Administrative Work Instruments.</u> To provide all administrative work instruments in both official languages.	<u>BUT 2.7</u>	<u>Instruments de travail d'ordre administratif.</u> Fournir tous les instruments de travail d'ordre administratif dans les deux langues officielles.

OPI: NDHQ Group Principals
and Commanders of
Commands

BPR: Chefs de groupe du
QGDN et commandants de
commandement

GOAL 2.8 Technical/Operational
Work Instruments. To
publish in both OL
new technical/
operational work
instruments that are
for wide and regular
use; and to establish
translation
priorities for
existing unilingual
technical/operational
work instruments
which will allow
training in both
official languages at
the basic and
intermediate levels,
and which will permit
ELUs, FLUs and BUS to
operate in the
appropriate
language(s) of work.

BUT 2.8 Instruments de travail
d'ordre technique ou
opérationnel. Publier
dans les deux langues
officielles tout
nouvel instrument de
travail d'ordre
technique ou
opérationnel
couramment et
largement utilisé, et
fixer les priorités de
traduction des
instruments de travail
d'ordre technique ou
opérationnel qui
n'existent
actuellement que dans
une seule langue, ce
qui, d'une part,
permettrait à des
personnes de suivre
des cours de niveau
élémentaire ou de
niveau intermédiaire
dans l'une ou l'autre
des langues
officielles, et,
d'autre part,
donnerait aux ULA, aux
ULF et aux UB la
possibilité de
travailler dans les
langues voulues.

OPI: ADM(Mat) with DCDS
input

BPR: SMA(Mat), avec le
concours du SCED

GOAL 2.9 Technology
Information System.
By January of 1991,
to acquire or achieve
the capability to
produce all new,
regularly and widely
used information
technology systems,

BUT 2.9 Systèmes
informatiques. D'ici
janvier 1991, faire en
sorte que tous les
nouveaux systèmes
informatiques -
logiciels compris -
couramment et
largement utilisés

including software packages, that can be operated in either official language.

puissent être exploités dans les deux langues officielles, soit en acquérant des systèmes qui répondent à cette exigence, soit en obtenant le moyen de les produire.

OPI: NDHQ Group Principals and Commanders of Commands

BPR: Chefs de groupe du QGDN et commandants de commandement

GOAL 2.10 Written Work Instrument Format.
To publish all written work instruments that are issued in both official languages in the preferred bilingual side-by-side column format. Where this format is not possible or practical, the next alternative shall be the opposite page face-to-face format.

BUT 2.10 Présentation des instruments de travail écrits. Publier les instruments de travail produits dans les deux langues officielles suivant la présentation bilingue recommandée, c'est-à-dire en deux colonnes, côte à côte. Si cela n'est pas possible ou n'est pas pratique, on utilisera la présentation face à face, en regard.

OPI: NDHQ Group Principals and Commanders of Commands

BPR: Chefs de groupe du QGDN et commandants de commandement

GOAL 2.11 Bilingual Technical Publication. To insert standard clauses in all contracts which clearly state the requirement for suppliers to provide simultaneously technical documentation in both official languages for equipment that will be in wide and regular use.

BUT 2.11 Publications techniques bilingues. Ajouter à tout contrat d'achat de matériel couramment et largement utilisé une clause standard obligeant clairement le fournisseur à fournir simultanément la documentation technique dans les deux langues officielles.

OPI: ADM(Mat) with DCDS
input

BPR: SMA(Mat), avec le
concours du SCED

GOAL 2.12 Language Designation
of Units. To
complete the language
designation of units
by 1992 in accordance
with the guidance
given in Chapter 1
and at Annex C of
this manual.

BUT 2.12 Désignation
linguistique des
unités. Mener à terme
la désignation
linguistique des
unités d'ici 1992,
conformément aux
directives données
dans le chapitre 1 et
l'annexe C de ce
document.

OPI: DCDS with ADM(Per)
input

BPR: SCED, avec le concours
du SMA(Per)

GOAL 2.13 Manning of CF Units.
To man CF units with
francophones and
anglophones so that
by the year 2002 the
strength of ELUs,
FLUs, and BUs will be
(maximum variations
to be within 5
percentage points) in
accordance with the
guidance given in
Chapter 1 of this
manual. Note: in
ELUs and FLUs the
minority population
will not normally
exceed 10% to avoid
impairing the
capability of the
unit of working in
its designated
language.

BUT 2.13 Rotation des unités
des FC. Doter les
unités des FC
d'effectifs
francophones et
anglophones de manière
que, d'ici l'an 2002,
la composition
linguistique du
personnel des ULA, des
ULF et des UB soit
conforme aux
directives énoncées
dans le chapitre 1 de
ce document (un écart
maximal de cinq points
de pourcentage étant
admis). Note: la
population minoritaire
travaillant dans les
ULA et les ULF ne
devrait pas excéder
10% de l'effectif de
façon à ne pas
entraver la capacité
de l'unité à
travailler dans sa
langue établie.

OPI: ADM(Per)

BPR: SMA(Per)

GOAL 2.14 Language Requirement of Positions. To review on an ongoing basis the language requirements of positions in accordance with instructions in the Manual for the Identification of Language Requirements of Military and Civilian Positions.

OPI:

NDHQ Group Principals and Commanders of Commands

BUT 2.14 Exigences linguistiques des postes. Réévaluer, de façon continue, les exigences linguistiques des postes, conformément aux instructions données dans le Manuel pour l'identification des exigences linguistiques des postes militaires et civils.

BPR:

Chefs de groupe du QGDN et commandants de commandement

GOAL 2.15 Staffing of Bilingual Civilian Positions. To staff all civilian bilingual positions with incumbents who meet the language requirements of designated positions or can be trained to do so such that by the year 2002 bilingual positions are filled on a continuous basis with linguistically qualified personnel with a maximum variation of less than five percent.

OPI:

NDHQ Group Principals and Commanders of Commands

BUT 2.15 Dotation des postes civils bilingues. Assurer la dotation des postes civils bilingues de manière à ce que les titulaires satisfassent aux exigences linguistiques des postes désignés ou puissent recevoir la formation voulue, afin que, d'ici l'an 2002, les postes bilingues soient occupés en permanence par des personnes ayant les connaissances linguistiques voulues, l'écart maximal toléré étant inférieur à cinq pourcent.

BPR:

Chefs de groupe du QGDN et commandants de commandement

GOAL 2.16 Manning of Bilingual Military Positions.
To progressively increase the manning of bilingual military positions in such a manner that the "steady-state" situation (ie, the situation where at least 90% of military bilingual positions are manned by linguistically qualified military personnel on a year-to-year basis) will be reached by the year 2002 and that the manning of these positions is shared by anglophone and francophone members in the same proportions as the NRG ratio with a maximum variation of less than 5 percent.

OPI: ADM(Per)

GOAL 2.17 Pool of Bilingual Military Personnel.
To increase the number of bilingual military personnel by a combination of language training (using a variety of avenues), recruiting of linguistically qualified personnel and the introduction of incentives to valorize the bilingual skill, so that the pool of bilingual military personnel will be sufficient to attain Goal 2.16.

BUT 2.16 Dotation des postes militaires bilingues.
Accroître progressivement la dotation des postes militaires bilingues de manière à atteindre un "état stable" (c'est-à-dire une situation dans laquelle au moins 90 % des postes militaires bilingues soient occupés, d'année en année, par des militaires qui ont les connaissances linguistiques voulues) d'ici l'an 2002, et que ces postes soient occupés par des anglophones et des francophones dans une proportion égale à celle des GRN, l'écart maximal toléré étant inférieur à cinq pourcent.

BPR: SMA(Per)

BUT 2.17 Personnel militaire bilingue. Accroître le nombre de militaires bilingues par la formation linguistique (qui peut elle-même faire appel à plusieurs avenues), le recrutement de personnes qui possèdent la compétence linguistique voulue et l'adoption de mesures propres à encourager le bilinguisme, de manière à créer un groupe de militaires bilingues suffisamment nombreux

pour que le but 2.16
soit atteint.

OPI: ADM(Per)
GOAL 2.18 Military Second
Language Training.
To provide second
language training to
a sufficient number
of military personnel
at the appropriate
levels of
responsibility and
MOCs to attain Goal
2.17 and to achieve
the CF's objective of
a bilingual Regular
Force officer corps.

BPR: SMA(Per)
BUT 2.18 Formation en langue
seconde des
militaires. Offrir
des cours de langue
seconde à un nombre
suffisant de
militaires de niveaux
de responsabilité et
de GPM voulus, de
manière à atteindre le
but 2.17 et l'objectif
de création d'un corps
d'officiers bilingue
au sein de la Force
régulière.

OPI: ADM(Per)
GOAL 2.19 Civilian Second
Language Training.
To provide second
language training to
civilian personnel to
meet the language
requirements of
incumbents of
bilingual positions
and for career
development.

BPR: SMA(Per)
BUT 2.19 Formation en langue
seconde du personnel
civil. Offrir des
cours de langue
seconde au personnel
civil de manière à
répondre aux besoins
linguistiques des
titulaires de postes
bilingues et à
l'avancement dans leur
carrière.

OPI: ADM(Per)
GOAL 2.20 Language of
Supervision. To
fully respect the
language rights of
subordinates in all
matters related to
supervision (para 223
refers).

BPR: SMA(Per)
BUT 2.20 Langue de
supervision.
Respecter pleinement
les droits
linguistiques des
subalternes dans
toutes les questions
relatives à la
supervision (cf. par.
223).

OPI: NDHQ Group Principals
and Commanders of
Commands

BPR: Chefs de groupe du
QGDN et commandants de
commandement

GOAL 2.21 Training and Professional Development. To increase progressively the capacity of DND and the CF to provide basic and intermediate level training equally well in both official languages so that by the year 2002 such training will be fully available in English and in French.

BUT 2.21 Formation et perfectionnement professionnel. Accroître progressivement la capacité du MDN et des FC d'offrir des cours élémentaires et des cours de niveau intermédiaire de qualité égale dans les deux langues officielles, de manière à pouvoir offrir intégralement cette formation en anglais et en français d'ici l'an 2002.

OPI: ADM(Per) and
Commanders of
Commands

BPR: SMA(Per) et
commandants de
commandement

GOAL 2.22 Promotion of the Use of Both Official Languages. To promote the use of both official languages in BUs by setting specific goals for personnel to communicate, work and conduct meetings and conferences in both official languages.

BUT 2.22 Promotion de l'utilisation des deux langues officielles. Promouvoir l'utilisation des deux langues officielles dans les UB en énonçant un ensemble de buts précis pour inciter les membres du personnel à communiquer, à travailler et à tenir leurs réunions et conférences dans les deux langues officielles.

OPI: NDHQ Group Principals
and Commanders of
Commands

BPR: Chefs de groupe du
QGDN et commandants de
commandement

GOAL 2.23 Departmental Awareness Program.
To issue information on DND's official languages program on a regular basis through the various departmental media means and to include indoctrination courses on the official languages program in MOC training and professional development curricula.

OPI: ADM(Per)

SECTION 3 - EQUITABLE PARTICIPATION

GENERAL

308. The Equitable Participation objective is derived both from operational necessity and from provisions of the Official Languages Act. The Canadian Forces' capacity to expand rapidly in a period of crisis or war is enhanced if the peacetime language designation of Regular and Reserve Forces' units makes it possible for Canadians of both linguistic communities to be rapidly trained and incorporated into operational units with little or no language training. This can only be achieved if the Canadian Forces and DND can function in both official languages in peacetime, which, in turn, is only possible if both official language groups are proportionately represented in the military and civilian

BUT 2.23 Programme de sensibilisation du Ministère. Diffuser régulièrement des renseignements sur le programme des langues officielles du MDN en mettant à profit les divers moyens de communication du Ministère et prévoir des cours d'initiation au programme des langues officielles dans le cadre des programmes de formation et de développement professionnels.

BPR: SMA(Per)

SECTION 3 - PARTICIPATION ÉQUITABLE

GÉNÉRALITÉS

308. L'objectif de participation équitable découle à la fois des besoins d'ordre opérationnel et des dispositions de la Loi sur les langues officielles. Il sera d'autant plus facile pour les Forces canadiennes de grossir rapidement leurs effectifs en période de crise ou de guerre si la désignation linguistique des unités de la Force régulière et de la Réserve en temps de paix permet aux Canadiens des deux communautés linguistiques d'être rapidement instruits et intégrés à des unités opérationnelles sans avoir (ou presque) à suivre de cours de langue. Cet objectif ne pourra être atteint que si les Forces canadiennes et le MDN arrivent à fonctionner dans les deux langues officielles en temps de paix, et cette condition ne

components. Moreover, the Official Languages Act stipulates that English-speaking and French-speaking Canadians are to have equal opportunities to obtain employment and advancement in federal institutions, and that the composition of the workforce of federal institutions should reflect the presence of both the official language communities of Canada (Annex B refers).

DISCUSSION

309. As the DND workforce tends to be mobile only locally or regionally, the Department's employment patterns remains relatively stable. By way of contrast, the CF is organized on a functional basis, with military personnel being called to move frequently. This leads to significant differences in the equitable participation objective in its application to the civilian and the military component.

- a. Military Participation Objective. For military personnel, the CF aspire to the equitable representation of anglophone and francophone military personnel throughout the work structure at all levels of responsibility and in all Military Occupations.

pourra elle-même être remplie que si les deux groupes linguistiques sont équitablement représentés au sein des effectifs militaires et civils. De plus, la Loi sur les langues officielles prévoit que les Canadiens de langue anglaise et les Canadiens de langue française doivent avoir d'égales possibilités d'emploi et d'avancement dans les institutions fédérales et que la composition des effectifs des institutions fédérales doit témoigner de la présence des deux communautés linguistiques officielles du pays (cf. annexe B).

ANALYSE

309. Comme la mobilité des employés du MDN se limite généralement à une ville ou à une région, le régime d'emploi du Ministère est relativement stable. Les Forces canadiennes, par contraste, ont une organisation fonctionnelle, et les militaires sont souvent appelés à se déplacer. La participation équitable prend donc un sens bien différent pour les uns et les autres.

- a. Objectif de participation des militaires. Les FC doivent aspirer à obtenir chez les militaires une représentation équitable des deux groupes linguistiques, à tous les niveaux de responsabilité et dans chaque GPM, dans l'ensemble de la structure.

b. Civilian Personnel - Participation Objective. For civilian personnel, DND is committed to attaining, at all levels of responsibility and in all employment categories, a balance of minority and majority official language groups employed on a CF unit or a DND establishment which reflects the percentage of the representational groups that constitute the population pool from which DND draws its civilian personnel. On a global basis the participation ratio is based on the geographical distribution of the civilian component (Annex B refers).

DND/CF GOALS - EQUITABLE PARTICIPATION

310. The OPIs for implementing the goals of this section are shown after each goal while the schedule for implementation, where applicable, is included in the narrative of the goal. OPIs will prepare their own sectoral OL plans based on these goals.

b. Objectif de participation du personnel civil. En ce qui concerne le personnel civil, le MDN s'engage à atteindre, à tous les niveaux de responsabilité et dans toutes les catégories d'emploi, un taux de représentation des membres des deux groupes linguistiques employés dans des unités des FC ou au sein du Ministère lui-même qui correspond à la proportion des groupes de représentation nationale formant le bassin de population duquel le MDN tire son personnel civil. Globalement, le taux de participation est en fonction de la répartition géographique des effectifs civils (cf. annexe B).

BUTS DU MDN ET DES FC - PARTICIPATION ÉQUITABLE

310. Les BPR responsables de la réalisation des buts énoncés dans cette section sont indiqués après chaque but. S'il y a lieu, le calendrier de réalisation d'un but est présenté dans la description du but. Les BPR devront établir leurs propres plans sectoriels en fonction de ces buts.

GOAL 3.1

Equitable
Participation -
Military Personnel.

To attain in the Regular Force component of the CF by the year 2002, proportional participation of the two official languages groups such that:

- a. overall participation should be within two percentage points of the prevailing NRG ratio;
- b. francophone servicemembers in FMC should not exceed 33%;
- c. participation ratio in AIRCOM should be within three percentage points of the overall NRG ratio;
- d. francophone participation MARCOM should attain at least 20%; and
- e. participation rates in individual MOCs should be within eight percentage points of the overall NRG ratio, with

BUT 3.1

Participation
équitable - personnel
militaire. Atteindre
au sein de la Force
régulière des FC,
d'ici l'an 2002, un
taux de représentation
des deux groupes
linguistiques tel que:

- a. le ratio global de participation se situe à moins de deux points de pourcentage de la proportion courante des GRN;
- b. les militaires francophones ne forment pas plus de 33 % des effectifs de la FMC;
- c. le ratio de participation au sein du C Air se situe à moins de trois points de pourcentage de la proportion globale des GRN;
- d. les francophones représentent au moins 20 % des effectifs du COMAR; et
- e. les ratios de participation au sein de chaque GPM se situent à moins de huit points de pourcentage de la proportion

wider variations
for smaller
MOCs.

globale des GRN,
un écart plus
important étant
cependant admis
dans le cas des
petits GPM. .

Note: The
participation
breakdown for
the Reserve
Force component
will be given in
the appropriate
sectoral plans.

Note: Les données
relatives à la
participation au
sein des Réserves
apparaîtront dans
les plans
sectoriels
appropriés.

OPI: ADM(Per)

BPR: SMA(Per)

GOAL 3.2 Equitable
Participation -
Civilian Personnel.
By 2002, to attain
and maintain civilian
personnel
participation of the
two official
languages groups, at
all levels of
responsibility and in
all categories of
employment, in
proportion to the
linguistic
composition ratio of
the population pool
from which DND
recruits its civilian
personnel for CF
units and DND
establishments.
Variation should not
exceed five
percentage points
except when necessary
to meet special
language of work
requirements of ELUs,
FLUs, BUs or ULUs.
The global
participation ratio

BUT 3.2 Participation
équitable - personnel
civil. D'ici l'an
2002, atteindre et
maintenir, à tous les
niveaux de
responsabilité et dans
toutes les catégories
d'emploi, un taux de
participation du
personnel civil des
deux groupes
linguistiques qui soit
proportionnel à la
composition
linguistique du bassin
de population duquel
le MDN tire le
personnel civil pour
le compte unités des
FC et du Ministère
lui-même. Les écarts
ne devraient pas
dépasser cinq points
de pourcentage, sauf
s'il s'agit de
répondre aux besoins
spéciaux en matière de
langue de travail des
ULA, des ULF, des UB
ou des ULN. Le taux
de participation

of 77A/23F for the civilian component should be maintained with a variation of less than two percentage points (Annex B refers).

global de 77A/23F appliqué aux effectifs civils devrait être maintenu, l'écart admis étant dans ce cas inférieur à deux points de pourcentage (cf. annexe B).

OPI: NDHQ Group Principals and Commanders of Commands

BPR: Chefs de groupe du QGDN et commandants de commandement

GOAL 3.3 National Representation Group Ratio. To determine and promulgate following each decennial census (eg, 1981, 1991, 2001) the NRG and civilian component participation ratios which remain in force until the next decennial census (Annex B refers).

BUT 3.3 Proportion des groupes de représentation nationale. Établir et faire connaître après chaque recensement décennal (1981, 1991, 2001, etc.) la proportion des GRN et les taux de participation des éléments civils qui demeureront en vigueur jusqu'au prochain recensement décennal (cf. annexe B).

OPI: ADM(Per)

BPR: : SMA(Per)

SECTION 4 - COMMUNICATIONS
WITH THE PUBLIC

SECTION 4 - COMMUNICATIONS
AVEC LE PUBLIC

INTRODUCTION

311. The Official Languages Act stipulates that every federal institution has the duty to ensure that any member of the public can communicate with and obtain available services from the head or central office in either official language, and has the same duty with respect to any of its other offices or facilities within the National Capital Region, or in Canada or elsewhere, where there is significant demand for communications with and services

INTRODUCTION

311. Selon la Loi sur les langues officielles, les institutions fédérales ont toutes le devoir de s'assurer que la population puisse communiquer avec leur siège social ou leur bureau principal et en obtenir les services qu'on y offre normalement, en anglais ou en français, et de voir à ce qu'il en aille de même dans tout bureau ou établissement de la Région de la capitale nationale ou, au Canada ou ailleurs, chaque fois qu'une demande importante de

shall reflect the bilingual character of Canada and any communications with the public at such events will be in the language(s) used in the area where the event takes place.

DND/CF GOALS - COMMUNICATIONS
WITH AND SERVICES TO THE PUBLIC

314. Neither OPIS nor deadlines are assigned separately to each goal in this section, since all NDHQ Group Principals and Commanders of Commands are identified as OPIS for implementing each of the goals and since the mechanism for goal implementation is already in place.

GOAL 4.1 Communications. To respond to all written and oral communications from the public in the official language used by that public in addressing DND or the CF. For written correspondence, when the preferred official language of the addressee is unknown, both official languages shall be used.

fonction du critère de la demande importante, et on désignera à cette fin le nombre voulu de postes bilingues. De plus, on veillera à ce que les événements publics (démonstrations aériennes, expositions, concerts, événements nationaux et internationaux, etc.) témoignent du caractère bilingue du Canada et que les communications avec le public s'y fassent dans la langue ou les langues de la région où l'événement a lieu.

BUTS DU MDN ET DES FC -
COMMUNICATIONS AVEC LE PUBLIC ET
SERVICES OFFERTS AU PUBLIC

314. Il n'y a pas de BPR désigné ou de délais attribués à chacun des buts énoncés dans cette section puisque les chefs de groupe du QGDN et les commandants de commandement ont tous la responsabilité, en qualité de BPR, de voir à la réalisation de chacun des buts, et puisque les mécanismes nécessaires à cette fin existent déjà.

BUT 4.1 Communications. Répondre à toutes les communications écrites et verbales du public dans la langue officielle de l'interlocuteur. Si, dans une communication écrite, la langue officielle normalement utilisée par le destinataire n'est pas connue, on utilisera les deux langues officielles.

GOAL 4.2 Active Offer of Service. To offer services with a clear indication, both verbal and visual, at the outset of a dialogue that the service is available in the language of choice of the recipient of that service.

BUT 4.2 Offre active de services. Offrir les services en indiquant clairement, verbalement et visuellement, dès l'ouverture d'un dialogue, que les services sont disponibles dans la langue officielle que l'interlocuteur désire.

GOAL 4.3 Units Dealing with the Public. To designate as BUs those units whose function it is to communicate in both OL with the public, and to ensure appropriate manning of positions within these units to provide the required capability in both official languages on a permanent basis.

BUT 4.3 Unités en contact avec le public. Désigner comme UB les unités dont le rôle consiste à communiquer dans les deux langues officielles avec le public et voir à ce que ces unités soient dotées en permanence d'effectifs en mesure de fournir les services requis dans les deux langues officielles.

OPI: Commanders of Commands, ADM(Per), DG Exec Sec, DG Info, ADM(Mat)

BPR: Commandants de commandement, SMA(Per), DG Sec exéc, DG Info, SMA(Mat)

SECTION 5 - SECTORAL OFFICIAL LANGUAGES PLANS

SECTION 5 - PLANS SECTORIELS DE LANGUES OFFICIELLES

GENERAL

GÉNÉRALITÉS

315. As described earlier, the DM and CDS are responsible and accountable for the overall conduct of the official languages program of DND and the CF. With respect to implementation, their authority is delegated along the chain of command, via Commanders of Commands and NDHQ Group Principals to commanders and

315. Ainsi qu'on l'a vu précédemment, le SM et le CED sont globalement responsables du programme des langues officielles au sein du MDN et des FC. Pour ce qui est de l'application du programme, leur pouvoir est délégué, par l'intermédiaire des commandants de commandement et des chefs de groupe du QGDN, aux commandants et aux cadres de tous

managers at all levels. Each is accountable for developing and implementing his/her own tasks and activities in support of the program objectives and goals. Functional commanders and NDHQ Group Principals are directly responsible for implementing the program within both DND and the CF under their command/responsibility.

PLANNING

316. The Official Languages Program of DND and the CF derives from both the provisions of the OLA and from the requirement for the CF and DND to have a capacity to expand rapidly in periods of tension or crisis, by developing an infrastructure such that Canadians can be employed with little or no need for second language training. Hence, the full integration of official languages considerations into all activities of DND and the CF is critical to the development of a fully effective Force and of the civilian element to support an enhanced operational readiness. This can only be achieved by involving commanders and managers at all levels through a well-structured delegation of responsibility and authority with appropriate accountability mechanisms. This process is effected by means of official languages implementation plans tailored to the various levels of responsibility within DND and the CF and submitted for review to the next higher level of responsibility. It also requires that all those who have

les niveaux. Chacun est à son tour responsable d'énoncer et d'appliquer des mesures propres à appuyer la réalisation des objectifs et des buts du programme. Il appartient donc aux commandants fonctionnels et aux chefs de groupe du QGDN de voir directement à l'application du programme dans leur commandement ou leur secteur de compétence, au MDN comme dans les FC.

PLANIFICATION

316. Le programme des langues officielles du MDN et des FC découle des dispositions de la LLO et de la nécessité pour les FC et le MDN d'être en mesure de grossir rapidement leurs effectifs en période de tension ou de crise, en se donnant une infrastructure qui leur permette d'employer des Canadiens sans avoir, ou presque, à leur donner de cours de langue seconde. L'entière intégration de la question des langues officielles à toutes les activités du MDN et des FC est donc essentielle à la constitution d'une Force pleinement efficace et d'un élément civil apte à en favoriser l'état de préparation opérationnelle. Ces objectifs ne pourront être atteints que si les commandants et les cadres de tout niveau y travaillent, à l'intérieur d'une structure de délégation de responsabilités et de pouvoirs bien comprise et doublée des mécanismes de responsabilité utiles. À cette fin, les divers niveaux de responsabilité du MDN et des FC devront énoncer des plans d'application du programme des langues officielles adaptés à leur situation et les soumettre à

linguistic responsibilities be informed of them; this will require inclusion of those responsibilities in terms of reference and position analysis schedules from which the accountability will be derived. Commanders of Commands and NDHQ Group Principals submit their implementation plans to DM/CDS for review while bases, stations and units are tasked by and submit to Commanders of Commands and to NDHQ Group Principals their official languages implementation plans.

PLAN FORMAT

317. As the particular needs of the various organizations called upon to prepare implementation plans vary significantly, a standard format for those plans is not prescribed. It is expected, however, that the individual implementation plans will stem directly from the DND/CF framework plan in so far as the three fundamental objectives and goals of the program are addressed; sectoral implementation plans are to state the tasks and activities that organizations will undertake in support of the corporate goals and will be formulated in a manner to facilitate audit in terms of quantities and timeframes. The recommended period of planning is three years; however, deviations required by the

l'examen de l'échelon supérieur. De plus, il importe que tous ceux qui ont des responsabilités en matière de langue en soient informés; ces responsabilités seront énoncées dans le mandat des titulaires et les formules d'analyse des postes qui servent de base à l'application du principe de la responsabilité. Les commandants de commandement et les chefs de groupe du QGDN doivent soumettre leur plan au SM ou au CED qui en fera l'examen; les bases, les stations et les unités, pour leur part, soumettront leur plan d'application du programme des langues officielles aux commandants de commandement et aux chefs de groupe du QGDN, à la demande de ces derniers.

PRÉSENTATION DU PLAN

317. Comme les besoins des divers services appelés à énoncer des plans varient sensiblement, il n'est pas recommandé de plan type. On s'attend toutefois à ce que les plans d'application du programme s'inspirent directement du plan directeur du MDN et des FC en ce qui a trait aux trois objectifs fondamentaux et aux buts du programme. Les plans sectoriels devraient comporter un énoncé des mesures que leurs auteurs entendent prendre pour appuyer la réalisation des buts du MDN et des FC, et ils devraient être formulés d'une manière qui en facilite la vérification sur le plan quantitatif et du point de vue des délais. La période de planification recommandée est de trois ans; on pourra évidemment s'en écarter si la nature des activités le justifie.

from that office or facility in that language.

312. While the term, "public" in the Act applies to all Canadians, it does not include members of the DND and CF community insofar as personal and central services provided by DND are concerned. It has been determined that personal services provided to the DND and CF community come under the Language of Work objective and not under the Communication with and Provision of Services to the Public objective.

AREA OF APPLICATION

313. In DND and the CF, units which by their nature are called upon to communicate with the public shall have a bilingual capacity when located in a bilingual region (Treasury Board Circular 1982-6, Annex A refers) or when they are located outside bilingual regions if significant demand is deemed to exist.

Units which by their nature are called upon to communicate with the public include: Rescue Co-ordination Centers (RCC), Recruiting Centers, Base Civilian Personnel Offices, Information Offices, contact points at NDHQ, major commands' HQs, and regional HQs. Language of communications between bases and the local community, such as contacts with local contractors, will be determined on the basis of significant demand and will be accommodated by appropriate designation of bilingual positions. In addition, any public event, such as air shows, exhibitions, concerts, national and international events etc,

communications et de services le justifie.

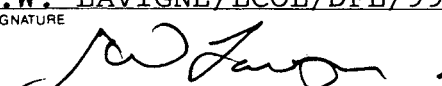
312. Bien que le terme "public" utilisé dans la Loi s'applique à tous les Canadiens, il ne comprend pas les membres de la communauté du MDN et des FC pour ce qui est des services personnels et des services centraux offerts par le MDN. On a en effet établi que les services personnels offerts à la communauté du MDN et des FC relèvent de l'objectif "langue de travail" et non de l'objectif "communications avec le public et services offerts au public".

DOMAINE D'APPLICATION

313. Les unités du MDN et des FC qui sont appelées, de par leurs fonctions, à communiquer avec le public doivent se donner les moyens de le faire dans les deux langues officielles si elles se trouvent dans une région bilingue (voir à ce sujet l'annexe A de la Circulaire du Conseil du Trésor 1982-6) ou, si elles se trouvent à l'extérieur d'une région bilingue, lorsqu'une demande importante semble le justifier. Les unités qui, du fait de leurs fonctions, sont appelées à communiquer avec le public comprennent notamment : les centres de coordination des opérations de sauvetage (CCOS), les centres de recrutement, le bureau du personnel civil des bases, les bureaux de renseignements, les points de contact du QCDN, le QG des principaux commandements et les QG régionaux. La langue de communication entre une base et la collectivité (entre une base et des entrepreneurs locaux, par exemple) sera déterminée en

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<p>IDENTIFY LOCAL TRANSLATION RESOURCES. SYSTEM WILL BE AVAIL BY MID-SUMMER</p> <p>3. QUESTIONS AND SUGGESTIONS SHOULD BE DIRECTED TO LT C.G. ALEXANDER, DFL 2-7, (613) 996-8377</p>											
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<p style="text-align: center;">DRAFTER - RÉDACTEUR</p> <p>NAME - NOM OFFICE - BUREAU TEL - TÉL</p> <p>C.G. ALEXANDER/LT/DFL 2-7/996-8377</p> <p style="text-align: center;">RELEASING OFFICER - L'OFFICIER APPROBATEUR</p> <p>NAME - NOM OFFICE - BUREAU TEL - TÉL</p> <p>J.W. LAVIGNE/LCOL/DFL/996-1714</p> <p>SIGNATURE</p> 						<p>SPECIAL INSTRUCTIONS - DIRECTIVES SPÉCIALES</p>					
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MEMORANDUM

P/A
~~1120-20~~ (CIS)
1211-CIS
29 Mar 90

Distribution List

OFFICIAL LANGUAGES COMPLAINT

Refs: A. 1211-20 TD 90045A (DGOL) 01 Mar 90
B. CFAO 2-15

1. Thank you for your concern with regard to the Intelligence Branch Journal/Journal du Service de Renseignements Militaires.
2. The Journal, which is put together by a staff of two, as a secondary duty, is intended only for serving members of the Intelligence Branch. Because of the extensive delays encountered in attempting to have technical intelligence articles translated into French, the editor has usually opted for publication primarily in English rather than presenting outdated articles or cancelling the issue.
3. Reference A cites CFAO 2-15 para 29a, presumably because that is the direction purportedly being disregarded. The introduction to this paragraph clearly indicates that paragraph 29 applies to "work instruments". Neither by my understanding of this term, nor by the definition provided at paragraph 4, can the Journal be considered a work instrument. The Journal is produced for, essentially, the well being of the Branch and its members. Nobody's job will materially suffer if the Journal is not produced. Further, this Journal is NOT intended for wide circulation, a caveat at para 29(a). It has, in fact, very limited distribution. The fact that the complaint seems to have originated with a copy of the Journal held in the NDHQ library tells me something about the nature of the complaint.
4. Notwithstanding any of the above, it is still my wish to continue to progress towards full bilingual format. Realistically, however, this cannot happen instantly. The editor has been directed to continue his efforts to increase the French language content of the Intelligence Branch Journal.

J.C. Slade
RAdm
CIS
998-0258

DISTRIBUTION LIST

<u>Action</u>	<u>Info</u>
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D. LETTER 1211-0 (ADM(PER)) 16 JAN 90 (NOTAL)											
E. OFFICIAL LANGUAGES IN THE CF A-AD-050-004/JD-000 1987											
F. OFFICIAL LANGUAGES DND CIVILIAN EMPLOYEES A-AD-050-003/JD-000 1986											
1. SUBJ DOCUMENT PROMULGATED BY DM/CDS ON 16 JAN 90 REPLACES THE											
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<p>3. CAUTION MUST BE EXERCISED WHEN REFERRING TO DND AND CF DOCUMENTS CONTAINING OFFICIAL LANGUAGES POLICY INTERPRETATION SUCH AS CFAOS, CPAOS, ETC. THE PORTION OF THESE DOCUMENTS ADDRESSING OFFICIAL LANGUAGES ISSUES IS IN THE PROCESS OF BEING REVISED. IN THE MEANTIME, CROSS-CHECKING WITH THE DOCUMENT AT REF A IS MANDATORY. PARTICULAR CAUTION APPLIES WHEN USING CFAO 2.15</p> <p>4. BOOKLETS QUOTE OFFICIAL LANGUAGES IN THE CF UNQUOTE REF E AND QUOTE OFFICIAL LANGUAGES DND CIVILIAN EMPLOYEES UNQUOTE REF F ARE HEREBY CANCELLED</p> <p>5. END OF ENGLISH TEXT</p>											
<p>OBJ: PUBLICATION - LES LANGUES OFFICIELLES DANS LE MDN ET LES FC</p> <p>REFS: A. LES LANGUES OFFICIELLES DANS LE MDN ET LES FC (POLITIQUE ET PLAN) 15 DEC 89</p> <p>B. PLAN DES LANGUES OFFICIELLES (MILITAIRE) A-AD-102-001/AG-000 1980</p> <p>C. PLAN DES LANGUES OFFICIELLES (CIVIL) A-AD-102-002/AG-000 1979</p> <p>D. LETTRE 1211-0 (SMA(PER)) 16 JAN 90 (NOTAL)</p> <p>E. LES LANGUES OFFICIELLES DANS LES FC A-AD-050-004/JD-000 1987</p> <p>F. LES LANGUES OFFICIELLES MDN PERSONNEL CIVIL A-AD-050-003/JD-000 1986</p>											
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RELEASING OFFICER - L'OFFICIER APPROBATEUR											
NAME - NOM OFFICE - BUREAU TEL - TEL											
SIGNATURE						SECURITY CLASSIFICATION - COTE DE SECURITE UNCLASSIFIED					

DO NOT STAPLE, CREASE, FOLD, OR SMUDGE - NE PAS BROCHER, PLIER, FROISSER OU MACULER

MESSAGE FORM FORMULE DE MESSAGE				SECURITY CLASSIFICATION - COTE DE SECURITE UNCLASSIFIED				FILE - DOSSIER 1211-7 (DGOL)			
DATE-TIME GROUP GROUPE DATE - HEURE		PRECEDENCE PRIORITE		CLASS		RELAT CAT SPEC		LAF L DFT		CAT IAM	
DATE - TIME DATE - HEURE		MONTH MOIS		YEAR ANNEE		ACTION		REQ.		ORIGINATOR'S NUMBER NUMERO DE L'EXPEDITEUR	
03 03											
MESSAGE HANDLING INSTRUCTIONS - INSTRUCTIONS POUR LE TRAITEMENT DU MESSAGE											
<p>1. LE DOCUMENT CITE A L'OBJET A RECU L'APPROBATION DU SM ET CEMD LE 16 JAN 90. CE DOCUMENT REMPLACE LE PLAN DES LANGUES OFFICIELLES (MILITAIRE ET CIVIL) REF B ET C LESQUELS SONT PAR CONSEQUENT ANNULES</p> <p>2. DES COPIES DE CITATION LES LANGUES OFFICIELLES DANS LE MDN ET LES FC FIN DE LA CITATION ONT ETE DISTRIBUEES EN NOMBRE LIMITE AUX QG DES COMMANDEMENTS ET AUX GROUPES PRINCIPAUX DU QGDN REF D. UNE DISTRIBUTION STANDARD DE CE DOCUMENT A TOUTES LES UNITES EST ANTICIPEE AU COURS DES TROIS PROCHAINES SEMAINES PAR LE TRUCHEMENT DU DPFC</p> <p>3. PRECAUTION EST DE MISE LORSQUE REFERENCE EST FAITE AUX DIFFERENTS DOCUMENTS DU MDN ET DES FC QUI INTERPRETENT LA POLITIQUE PERTINENTE AUX LANGUES OFFICIELLES TELS LES OAFc, OAPc, ETC. LA PARTIE DE CES DOCUMENTS QUI TRAITE DES LANGUES OFFICIELLES EST PRESENTEMENT EN ETAT DE REVISION. ENTRETEMPS UNE CONTRE-VERIFICATION AVEC LE DOCUMENT DIRECTEUR REF A EST IMPERATIVE. PLUS PARTICULIEREMENT TOUTES CONSULTATIONS AVEC OAFc 2-15 NECESSITENT UNE PRECAUTION RIGOREUSE</p> <p>4. LES BROCHURES CITATION LANGUES OFFICIELLES DANS LES FC FIN DE LA CITATION REF E ET CITATION LANGUES OFFICIELLES MDN PERSONNEL CIVIL FIN DE LA CITATION REF F SONT ANNULEES</p>											
DISTRIBUTION - DIFFUSION											
STANDARD DIST LIST D											
DRAFTER - REDACTEUR						SPECIAL INSTRUCTIONS - DIRECTIVES SPECIALES					
NAME - NOM		OFFICE - BUREAU				TEL - TEL					
MAJ M.F. BOURGAULT		EO/OL3				995-1668					
NAME - NOM		OFFICE - BUREAU				TEL - TEL					
P.G. DESBECQUETS		DGOL				992-9685					
SIGNATURE						SECURITY CLASSIFICATION - COTE DE SECURITE					
						UNCLASSIFIED					

DO NOT STAPLE, CREASE, FOLD, OR SMUDGE - NE PAS ENROBIE, PLOIER, FROISSER OU MACULER

MEMORANDUM

1211-CIS_(DGISS_Adm)

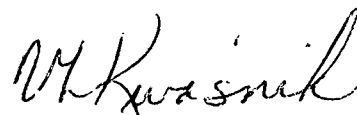
7 Feb 90

DCBP (SP)

UNBALANCED LINGUISTIC PROFILES
CIVILIAN BILINGUAL POSITIONS

Ref: 1212-2-13 (DCBP(SP)) 19 Jan 90

1. Attached are the completed OLIFs for positions 95005-00022, 95005-00051 and 95005-00971.
2. The profiles for positions 95005-00022 and 95005-00971 have been changed as you suggested. It has been recommended, however, that position 95005-00051 become an English essential position.
3. This position, DFL Secretary, does not need the extra qualification of being bilingual. DFL has a receptionist co-located with the secretary. This position, 95005-00061, is bilingual with a profile of BB/B,BB/B. The receptionist handles all queries in both official languages.
4. The secretary needs a number of other specific qualifications to deal with DFL's international clientele. To limit the selection of an incumbent by adding an unnecessary bilingual qualification further restricts. The position requires English only.



V. L. Kwasnik

Maj

DGISS Adm

998-0266

PA

MEMORANDUM

~~2900-1~~ (DDA)

27 Sep 89

1211-CL5

PA

Distribution List

UNILINGUAL PUBLICATIONS

- Refs: A. 2900-280/A2 (DCFAP) 27 Jul 89
B. 2900-1 (DDA) 9 Aug 89
C. A-SJ-288-001/SJ-000 Vol I
D. Telecon DDA / Mr. Kidd, 18 Sep 89
E. A-SJ-288-002/SJ-000 Vol II

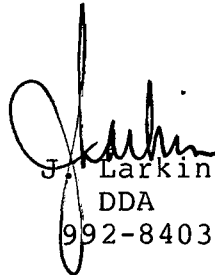
1. At ref A you sought permission to publish A-SJ-288-001/SJ-000, Canadian Forces Attaché Instructions Volume I in unilingual English format. My reply at ref B conveyed the parameters within which instructions must fall in order that they are published only in one official language. As ref C did not appear to meet these criteria, the publication of ref C in unilingual format could not be authorized.

2. Despite this, ref C arrived at DDA 18 Sep 89 as an unnumbered Draft with a quasi-bilingual cover, and unilingual English content. Further, at ref D I asked how/when recipients could provide comments vis-à-vis content and was advised that the draft was virtually in final format (and possibly undergoing translation at present) so corrections could not be entertained. In a brief examination of ref C I found four errors, in addition to a significant discrepancy in the Distribution List at page 2 of the Foreword. If indeed this is a "Draft," is it not timely to accept revisions? To further exasperate this matter, ref E, a unilingual English publication in final version with a quasi-bilingual cover and without covering explanation, arrived 21 Sep 89.

.../2

- 2 -

3. The issuing of refs C and E in contravention of the Official Languages Policy is most disappointing. Everyone in the DND/CF is subject to, and expected to comply with, direction originating from the CDS and DM on official languages. The extent to which all levels of management adhere to this direction will ultimately drive the success of official languages initiatives in the DND and CF. Your compliance with publication requirements therefore, is sought and anticipated.


J. Larkin
DDA
992-8403

DISTRIBUTION LIST

<u>Action</u>	<u>Information</u>
→ DCFAP	DGOL NCOL

MEMORANDUM

~~1212-2-13~~ (DCBP(SP))

19 Jan 90

CR/PA
1211-AS

CIS

LANGUAGE REQUIREMENTS

CIVILIAN POSITION: 95005-00971

1. During the 1988 Departmental Linguistic Review of positions it was not possible to validate OLIFs for certain bilingual positions because the existing linguistic profile for those positions was no longer acceptable given that Treasury Board policies had changed since those positions were originally identified. Specifically, any change would have adversely affected the regular incumbent of the positions concerned.

2. In the majority of cases the anomalous situations involved unbalanced linguistic profiles. At that time OLIFs for those positions were not validated but were stamped:

NOT VALID FOR STAFFING ACTION

NON VALABLE POUR FIN DE DOTATION

Therefore, before any future staffing could take place a new OLIF correcting the situation would be required.

3. Assigning an unbalanced linguistic profile to a bilingual position (e.g. CCC/BBB) clearly indicates a tendency towards linguistic preference either for the English or the French language. The linguistic profile of a bilingual position must:

- a. refer only to the bilingual communications listed in the job description;
- b. always indicate the same level of general competence required in the second language for both official languages;
- c. never suggest the possibility of inequality in the status of French and English;

.../2

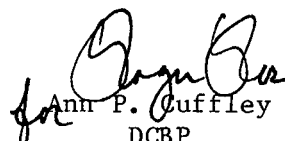
- 2 -

- d. never imply that there is a preference that a position be staffed by a person who is anglophone or francophone; and also
- e. must be an indication that the quality of bilingual services provided by the incumbent of a bilingual position in either official languages is equal.

4. A recent review of our files has revealed that this situation could be resolved immediately and that the regular incumbent would not be affected by balancing the linguistic profile. We therefore propose the following change to this position.

POSITIONAL DATA		LINGUISTIC PROFILES				REMARKS PERTAINING TO EACH INCUMBENT
		CURRENT		PROPOSED		
NUMBER	CLASS.	ENGLISH	FRENCH	ENGLISH	FRENCH	
95005-00971	DS-04	BBBB	CCCC	CCC	CCC	Would not be affected by the proposed change and would continue to receive bonus

5. To expedite the change, an OLIF has been completed for your convenience and is enclosed for your signature. Should you have difficulties with this action please contact Mr. R. Roi at telephone number 995-8802 for assistance otherwise, you can return the enclosure to Mr. Roi after it has been signed. Your early attention to this matter is appreciated.


Ann P. Cuffley
DCBP
992-6100

Enclosure: 1

MEMORANDUM

1212-2-13 (DCBP(SP))

19 Jan 90

CIS

UNBALANCED LINGUISTIC PROFILES
CIVILIAN BILINGUAL POSITION

Ref: CPAO 4.23 dated 23 Oct 89

1. A review of our OLIF files has revealed that the current linguistic profiles for certain bilingual positions are not valid and that, through an administrative oversight, they were validated in error during the 1988 Departmental Linguistic Review of positions.

2. The problem with these linguistic profiles in question is that they denote unbalanced linguistic profiles. According to Treasury Board, assigning an unbalanced linguistic profile to a bilingual position (e.g. CCC/BBB) clearly indicates a tendency towards linguistic preference either for the English or the French language. The linguistic profile of a bilingual position must:

- a. refer only to the bilingual communications listed in the job description;
- b. always indicate the same level of general competence required in the second language for both official languages;
- c. never suggest the possibility of inequality in the status of French and English;
- d. never imply that there is a preference that a position be staffed by a person who is anglophone or francophone; and also
- e. must be an indication that the quality of bilingual services provided by the incumbent of a bilingual position in either official languages is equal.

3. Unfortunately, action must now be taken to correct this situation and ensure that the OLIFs in question are not used in any future staffing action. Therefore, we have no choice but to officially cancel the validity of OLIFs for the following positions:

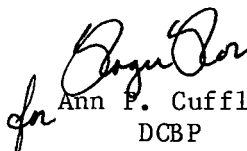
.../2

- 2 -

<u>POSITION NUMBER</u>	<u>UNBALANCED LINGUISTIC PROFILE</u>	<u>LINGUISTIC PROFILE RECOMMENDED</u>
95005-00022	BBB/--B	A-A/A-A or B-B/B-B
95005-00051	PPP/--A	PPP/BBB (Note)

Note: According to our records the present incumbent does not meet the current linguistic profile of the position; is not in receipt of bilingualism bonus payments; and therefore, would not be affected by the proposed change.

4. Copies of the invalidated OLIFs are enclosed for your information. Since action can be taken right away without affecting the current incumbent OLIFs have been completed for your convenience and are enclosed for your signature. Otherwise, a new OLIF will be required when the current incumbent leaves and before any future staffing action can be initiated. Please return the signed OLIFs to DCBP(SP), Attention: Mr. R. Roi for action.


for Ann P. Cuffley
DCBP
992-6100

Enclosures: 4

- 00022 ✓
- 00051 ✓
- 00971 ✓

MEMORANDUM

P.A.
1211-CIS (DSTI)

5 Jan 90

SO/DG Int

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 ordered to answer telephones in a bilingual format. Mixed results have been noted and the situation is not yet resolved; and,

.../2

- 2 -

- 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.

MA

Dr. L.A. Kuehn
DSTI
8-0047

MEMORANDUM

PA PA
1211-CIS (DPSPR)

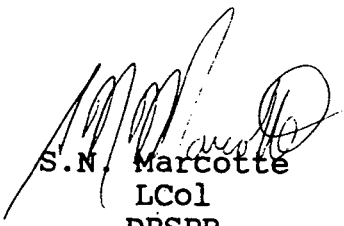
5 Jan 90

SO DG Secur

OFFICIAL LANGUAGES ACTION PLAN
SECURITY DIVISION - QUARTERLY REPORT

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

Subject report for DPSPR enclosed for your action as
per ref.


S.N. Marcotte
LCol
DPSPR
998-0279

Enclosure: 1

DATED/DATEE: 5 / Jan 90

NDHQ OFFICIAL LANGUAGES ACTION PLAN ANNUAL/QUARTERLY REPORT

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

Group/Branch: DPSPR
Groupe/Branche: DPSPR

Date: 5 Jan 90

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			
2	2	2	2	2					
2	1	0	0	0					
100%	50%	0	0	0					

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					
N/A	N/A	N/A	N/A	N/A					
N/A	N/A	N/A	N/A	N/A					

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			
4	4	4	4	4					
2	2	1	1	1					
50%	50%	25%	25%	25%					

CRITICAL MASS/MASSE CRITIQUE

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

Francophone Officers to LCol/Civ Equiv (#)/Officiers de LtCol/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	0					
0	0	0	0	0					
0	0	0	0	0					
8	8	8	8	8					
0%	0%	0%	0%	0%					

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			
9	9	9	9	9				
4	4	4	4	4				
44%	44%	44%	44%	44%				

Work Instruments/Outils de travail

Orders/Ordonnances

Internal AIs/SOPs/LA/POD Intrins

References/Dictionaries/Références/Dictionnaires

Office Equipment/Articles de bureau

English Anglais	French Français	Bilingual Bilingues	Total
0	0	0	0
0	0	0	0
5	0	0	5
0	0	4	4

Grand Total

4	9
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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			
2	2	0	0	0				
2	2	0	0	0				
0%	0%	0%	0%	0%				

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

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