

5 FAH-2 H-240
OUTGOING TELEGRAM TEXT
INFORMATION FOR INFORMATION
MANAGEMENT SPECIALISTS

(TL:TEL-11; 07-19-2004)
(Office of Origin: IRM/BPC/RG)

5 FAH-2 H-241 HANDLING INSTRUCTIONS
FOR INFORMATION MANAGEMENT
SPECIALISTS

(TL:TEL-11; 07-19-2004)
(Uniform State/USAID)

a. The drafter can customize routing and handling of a telegram through handling instructions. These are special captions, distribution captions, channel captions, and attention indicators or passing instructions. Enter any handling instructions between the addressees and the downgrading instructions (E.O. 12958). See 5 FAH-1 H-216 for more information on using handling instructions.

b. Incorrectly formatted handling instructions can cause nondelivery or delay of messages. Both the drafter and you should take special care to follow the format rules for handling instructions. See 5 FAH-2 H-252 for information on using handling instructions on telegrams addressed to the Department.

c. Only official handling instructions authorized by the Main State Messaging Center (IRM/OPS/MSO/MSMC) may be used. Messages originated by Washington and field posts of USAID and the Peace Corps may bear dissemination captions outlined in USAID's Modus Operandi and Peace Corps' Correspondence Manual, respectively. See 5 FAH-2 H-440 for a complete list and definitions of the various types of handling instructions.

5 FAH-2 H-241.1 Captions

(TL:TEL-11; 07-19-2004)
(Uniform State/USAID)

a. Enter captions between the telegraphic addressees and the attention indicators or passing instructions separated by a blank line. Do not type single-word captions with their letters interspersed with blanks. If a caption contains more than one word, separate them with a space. Do not spell out the full meaning of a caption, such as *EXCLUSIVE DISTRIBUTION* for *EXDIS*, *STATE DISTRIBUTION* for *STADIS*, etc.

b. See 5 FAH-1 H-216 for more information on formatting distribution captions and attention indicators. See 5 FAH-2 H-440 for a complete list and definitions of the various types of handling instructions.

5 FAH-2 H-241.2 Attention Indicators and Passing Instructions

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(Uniform State/USAID)

a. Separate attention indicators and passing instructions (slug lines) from entries above and below it by a blank line. Discrete entries should be separated by commas, in the order of: office designation, *ONLY*, individual's name.

b. See 5 FAH-1 H-216.5 for more information formatting attention indicator lines. See 5 FAH-2 H-447 for more information on passing instructions.

5 FAH-2 H-241.3 Classifying Telegrams with Captions or Referring to Captioned Telegrams

(TL:TEL-11; 07-19-2004)
(Uniform State/USAID)

a. Drafting officers must use captions appropriate to the sensitivity, classification, distribution, and handling requirements of the information.

b. The drafter does not have to mark a telegram citing a reference to a previous captioned message with the same caption unless the substance of the drafter's telegram is of equal sensitivity.

5 FAH-2 H-242 Executive Order (E.O.) 12958 AND DECLASSIFICATION EXCEPTIONS

(TL:TEL-11; 07-19-2004)
(Uniform State/USAID)

a. All telegrams must include declassification instructions in accordance with Executive Order 12958. E.O. 12958, as amended, "Classified National Security Information," governs the classification, declassification, and safeguard of official U.S. Government documents and foreign government information. Nonmilitary telegrams enter this information below the last caption or attention indicator.

b. See 5 FAH-1 H-217 for proper formatting of the E.O. 12958 downgrading and declassification entries.

c. See the Department of State's FOIA Internet site for the full text of E.O. 12958, as amended.

5 FAH-2 H-243 TRAFFIC ANALYSIS BY GEOGRAPHY AND SUBJECT (TAGS)

(TL:TEL-11; 07-19-2004)
(State only)

a. Traffic analysis by Geography and Subject (TAGS) is a Department filing convention that facilitates dissemination, archiving, and retrieval of record traffic to and from the Department's centralized files. TERP V, at posts abroad, use TAGS as one of a set of criteria used to assign distribution.

b. All telegrams using a Department or post message reference number (MRN) must have at least one TAGS assigned. A subject TAGS must be the first TAGS listed. TAGS are listed on the line immediately following the E.O. 12958.

c. See 5 FAH-1 H-217.2 for more information on TAGS.

5 FAH-2 H-244 TELEGRAM SUBJECT AND TERMS

(TL:TEL-11; 07-19-2004)
(Uniform all agencies)

a. Drafters must include a subject line that in a few key words describes the contents of the telegram. The subject line appears directly below the

TAGS line. The drafter must mark the classification of the subject line unless it is unclassified.

b. The subject line may include a specific subject term from 5 FAH-3 H-800 TERMDEX. The term provides additional flexibility in programming distribution both at posts abroad and in the Department.

c. See 5 FAH-1 H-217.3 for more information on subject and terms.

5 FAH-2 H-245 TELEGRAM REFERENCES

(TL:TEL-11; 07-19-2004)
(Uniform all agencies)

a. References, if required, are listed one blank line after the subject line. Drafters may cite previous telegrams, facsimile messages, electronic mail, telephone conversations, and other references.

b. Drafters must precede reference entries from previous years with the two-digit year of the reference. They must include "NOTAL" if the reference was not originally sent to all addressees of the telegram being processed.

c. See 5 FAH-1 H-217.4 for more information on formatting references.

5 FAH-2 H-246 ADDITIONAL CLASSIFICATION INFORMATION

5 FAH-2 H-246.1 Classification Authority

(TL:TEL-11; 07-19-2004)
(Uniform State/USAID)

a. In accordance with Executive Order (E.O.) 12958, as amended, the Secretary delegates authority to originally classify documents to Department officials at the level of under secretary, assistant secretary, deputy assistant secretary, and others as necessary.

b. At embassies the approving officer is generally the chief of mission, chargé d'affaires, principal officer, or consul general at a consulate general. The approving officer is also the original classification authority.

c. See the Department of State's FOIA Internet site, specifically Section 1.4, for more information on classification authority.

5 FAH-2 H-246.2 Listing the Classification Authority on Telegrams

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(Uniform State/USAID)

a. Executive Order (E.O.) 12958 requires the drafter to include in a classified telegram the following:

- (1) Original classifying authority (usually the approving officer);*
- (2) The classification level, marking the subject line and every paragraph;*
- (3) Declassification instructions, whether a date or an event as provided in Section 1.6(a)(4) of the E.O.; and*
- (4) Reason for classification, listed as a subparagraph of section 1.4 of the E.O.;*

See 5 FAH-1 H-235.11 and H-235.12 for more information on listing this information.

b. If the telegram contains foreign government information, mark the telegram to indicate the source government and classification level. If the identity of the source government must be protected, mark the pertinent paragraph "FGI" and C for confidential, S for secret, or TS for top secret for the classification level. Contact A/RPS/IPS (Information Programs and Services) for more information about how to mark telegrams containing foreign government information.

5 FAH-2 H-247 TELEGRAM SUMMARY PARAGRAPH

(TL:TEL-11; 07-19-2004)
(Uniform State/USAID)

The drafter must summarize telegrams that are over three pages long in a summary paragraph. The summary paragraph is the first paragraph of actual text. It is not numbered but, if classified, it is marked with the classification. See 5 FAH-1 H-236.3 and H-246.3 for more information on summary paragraphs.

5 FAH-2 H-248 TELEGRAM BODY

(TL:TEL-11; 07-19-2004)
(Uniform all agencies)

The body of the telegram consists of the developed message or report. If the body contains more than one paragraph, the drafter must number every paragraph for ease of citing specific paragraphs. The body of the telegram must be typed in sentence case. See 5 FAH-1 H-236 and H-246 for more information on formatting text.

5 FAH-2 H-249 SIGNATURE, END-OF-MESSAGE SYMBOL

(TL:TEL-11; 07-19-2004)
(Uniform all agencies)

a. Every outgoing telegram, except those drafted by some military entities or foreign affairs agency abroad, must include the name of the current principal officer. This is normally the ambassador, chief of mission, or chargé d'affaires. We refer to this as the signature of the telegram, and it is entered just before the end-of-message symbol, if any.

b. Every outgoing printed telegram must end with an end-of-message symbol. In the Department the symbol is "YY" (double letter Y); at posts the symbol is "##" (double cross hatch). If the scanner, or OCR, fails to recognize the end-of-message symbol of a printed outgoing telegram, the next telegram in line will append to the end of the first. The consequence would be that the "joint" telegram would format with the classification of the first telegram, even though the appended (second) telegram might be a higher classification or have a special distribution caption. See 5 FAH-1 H-236.8 and H-246.8 for more information on end-of-message symbols.

c. Drafters must not insert end-of-message symbols on telegrams sent to an information programs center (IPC) via electronic methods, such as CableXpress, CLOUT, or diskette.

d. You must check all scanner prompts and take appropriate action to clear any errors. To avoid problems caused by incorrect or unreadable end-of-message symbols, inspect outgoing telegrams and return to the drafter any incorrectly prepared telegram.

e. See 5 FAH-1 H-237 and H-247 for more information on review, signature, and assembly.