

# **5 FAH-2 H-400 TELEGRAM HANDLING**

## **5 FAH-2 H-410 TELEGRAM HANDLING**

*(TL:TEL-1; 07-01-1998)*

### **5 FAH-2 H-411 TERMS**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

For the purposes of this handbook telegram handling is: the sorting and dissemination of telegrams according to precedence designators and handling instructions; filing and storing telegrams.

### **5 FAH-2 H-412 RESPONSIBILITIES**

#### **5 FAH-2 H-412.1 Post Records Officer**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

The Records Officer provides technical assistance to post personnel in maintaining records and coordinates annual records disposal and retirement. In even-numbered years the Records Officer prepares the Biennial Records Report, which is a cumulative count of all records held, transferred, retired or stored on and off site by post agencies and State offices. The Post Records Officer is the officer in charge of the IPC, either the IMO or IPO, depending upon post's staffing pattern.

#### **5 FAH-2 H-412.2 Top Secret Control Officer**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

The Top Secret Control Officer (TSCO) is a senior officer who can make operational decisions concerning the use and distribution of Top Secret material. The TSCO is responsible for safeguarding Top Secret material, including origination, marking, accounting for, storage, duplication, transmission and destruction. At most field posts the TSCO is the Deputy Chief of Mission and alternate is the IPO.

## **5 FAH-2 H-412.3 IPC Personnel**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

IPC personnel process incoming and outgoing telegrams using a telegraphic processor; reproduce and disseminate telegrams according to classification, handling instructions and precedence; and maintain central files of post's special captioned telegrams and top secret documents.

## **5 FAH-2 H-413 THROUGH H-419 UNASSIGNED**