

5 FAH-2 H-440 HANDLING INSTRUCTIONS

*(TL:TEL-10; 07-12-2004)
(Office of Origin: IRM/APR/PG)*

5 FAH-2 H-441 CAPTIONS

*(TL:TEL-2; 05-23-2002)
(State Only)*

The distribution captions and channel captions described below include additional advice for IRM personnel in transmitting, handling and delivering telegrams at post. Requests to add or delete special handling captions, distribution captions, or channel captions should be submitted to IRM/APR/RG who will coordinate the action with the appropriate bureau(s), IRM/OPS/MSO and S/ES-O.

5 FAH-2 H-442 SPECIAL HANDLING CAPTIONS

*(TL:TEL-2; 05-23-2002)
(State Only)*

The special handling captions are grouped together to meet internal dissemination and sorting requirements in the Main State Messaging Center and not because of an inherent similarity in content. A special handling caption, when used, is the first caption after the message reference number (MRN).

5 FAH-2 H-442.1 AGREEMENT CHANNEL

*(TL:TEL-2; 05-23-2002)
(State Only)*

AGREEMENT channel is used for communications dealing with agreement requests for U.S. ambassadors and ministers and issues relating to the appointment, resignation, or transfer of a U.S. chief of mission or chargé d' affairs. Messages in the AGREEMENT channel may not carry NODIS or EXDIS captions, because the AGREEMENT channel itself ensures the most restricted dissemination. AGREEMENT channel messages must be classified or administratively controlled. This caption may be used laterally in the field if the Department is an addressee.

5 FAH-2 H-442.2 DIRGEN CHANNEL

(TL:TEL-2; 05-23-2002)
(State Only)

DIRGEN CHANNEL is used for communications between the Director General of the Foreign Service (M/DG) and the chief of mission regarding sensitive human resource issues other than agreement and medical matters. This caption may not be used laterally in the field. Messages in the DIRGEN channel may contain personal information, which must be protected under provisions of the Privacy Act, Public Law 93-570.

5 FAH-2 H-442.3 NODIS (No Distribution)

(TL:TEL-2; 05-23-2002)
(State Only)

a. No distribution to other than addressee, without prior approval from S/ES-O. NODIS is used only on messages of the highest sensitivity between the President, the Secretary of State, and chief of mission. NODIS telegrams are transmitted from the originator to a single addressee. NODIS telegrams originated at a field post may only be addressed to the Department, without prior approval from S/ES-O. NODIS must be classified or administratively controlled; ZFF4 must appear on FL-5; the receiving station must send an acknowledgment to the originating station.

b. When received in the Department, a message bearing this caption is handled only by IRM/OPS/MSO/MSMC and the Operations Center Senior Watch Officer, who assigns distribution. Operations Center watch officers and IPC personnel at posts abroad must keep an official record of all people who read incoming or outgoing NODIS messages.

c. In the Department, the Executive Secretary controls the dissemination of NODIS messages through the Senior Watch Officer. At field posts, the IPC can deliver NODIS messages only to the chief of mission, chargé d' affairs or principal officer. NODIS messages must be returned to the IPC for storage at the end of the normal business day; no storage outside of the IPC is authorized.

d. NODIS messages may not be transmitted laterally between posts, except when specifically permitted by S/ES-O. Requests to laterally transmit NODIS should be sent telegraphically to the Department with the attention indicator "FOR S/ES-O."

5 FAH-2 H-442.4 ROGER CHANNEL

(TL:TEL-2; 05-23-2002)
(State Only)

ROGER CHANNEL is used for communications between the Director of Intelligence and Research (INR) and the chief of mission. ROGER CHANNEL telegrams must be classified or administratively controlled. This caption may be transmitted laterally in the field with discretion, if the Department is an addressee.

5 FAH-2 H-442.5 STADIS (State Distribution Only)

(TL:TEL-2; 05-23-2002)
(State Only)

STADIS precludes initial distribution to other Federal agencies and is used when disclosure of information to other agencies would be prejudicial to the best interests of the Department. STADIS telegrams must be classified or administratively controlled.

5 FAH-2 H-443 DISTRIBUTION CAPTIONS

(TL:TEL-10; 07-12-2004)
(Uniform All Agencies)

Distribution captions direct and restrict dissemination according to arrangements made at the time a new caption is approved for use. When these captions are used, each must appear on a line by itself, spelled exactly as shown.

(1) **ADM AID**—for telegrams regarding administrative issues for U. S. Agency for International Development (USAID) employees.

(2) **AFSA CHANNEL**—for telegrams to and from American Foreign Service Association (AFSA) members. At post, an AFSA member must draft or clear AFSA telegrams. AFSA telegrams must be unclassified, ROUTINE precedence. The TAGS line will contain "N/A" as the sole entry. If addressed to one person, only one AFSA telegram may be distributed to that individual. If the addressee is not at post, deliver the telegram to the AFSA representative or management officer. AFSA cables cannot be transmitted laterally, except if the recipient has transferred to another post, either temporarily or within the last six weeks.

(3) **AIDAC**—for telegrams drafted by AID employees, at field posts, or in the Department.

(4) **AIDAC AFDROUGHT**—for AIDAC telegrams concerning food

emergency and drought problems in Africa.

(5) **AVSECBN**—for telegrams that repeat Federal Aviation Administration Security Bulletins; limits dissemination to those who need the information to assist in countering the threat.

(6) **CODEL**—for telegrams concerning Congressional Delegation visits to field posts. Used with the name of the congressional committee or group chairman, i.e., CODEL BAUCUS.

(7) **DEAX**—for Drug Enforcement Agency (DEA) telegrams.

(8) **EXCON**—for telegrams about the Export Control program.

(9) **EXDIS**—exclusive distribution to officers with essential need to know. This caption is used only for highly sensitive traffic between the White House, the Secretary, Deputy, or under secretaries of State and chiefs of mission. EXDIS telegrams are NOFORN and must be classified or administratively controlled. If the message is not to or from the Secretary and a chief of mission, the drafter must include the attention indicators "FOR [title or name of addressee]," "FROM [title or name of the addresser]." EXDIS telegrams may be transmitted laterally if the Department is included as an addressee. EXDIS cables should be internally disseminated via electronic means if the post has CLAN or Classified NT LAN capability. When internal electronic distribution of EXDIS captioned cables is performed, the following restrictions must be followed:

(a) Electronic dissemination must be provided only through a separate folder where access is restricted to "read only" for those officers determined to have an "essential need to know."

(b) EXDIS cables are to be maintained in this folder for the minimum length of time required. Once the information is no longer required, it should be deleted from this folder.

(c) Posts are required to develop a method for top management to review this folder on a regular, frequent and recurring basis, to decide which cables are to be deleted.

(d) IPC may retrieve and provide paper copies to a user on a limited basis. This should only be provided in instances where it is necessary for reference in order to complete a specific task or response. Paper copies can be stored by the user, but must be kept separate from subject files.

(e) Any storage of paper copies of EXDIS cables must be reviewed every 90 days to determine the continuing need for retention, or whether the paper copy can be destroyed.

(10) **FASTO**—Foreign Agricultural Service to FAS field posts.

(11) **FODAG**—for telegrams to and from the U.S. Mission to the Food and Agriculture Organization (FAO) in Rome.

(12) **H PASS**—for telegrams to members of Congress, including district offices.

(13) **ICAO**—for telegrams to and from the U.S. Mission to the International Civil Aviation Organization in Montreal

(14) **INFORM ALL STATE EMPLOYEES**—for telegrams from, or approved by senior Department management at the Under Secretary or above level, intended to convey information to all Department of State employees (including FSN, LCN, LES). Classification of telegrams will be limited to UNCLASSIFIED. This caption may not be used laterally in the field.

(15) **LOCUST**—for telegrams regarding locust infestations.

(16) **NESCO**—for telegrams to and from the U.S. Observer Mission in Paris relating to United Nations Educational, Science and Cultural Organization (UNESCO) matters.

(17) **OBIT**—for telegrams pertaining to the death of a U.S. Government employee, or dependent. This caption must be followed by a diagonal (/) and the acronym for the specific agency, i.e., OBIT/USAID.

(18) **OFFICIAL INFORMAL**—for telegrams expressing personal opinions or preliminary information on policy. When addressed to the Department, include an attention indicator for the action office.

(19) **TERREP**—for telegrams relating information about terrorism. TERREP messages may only be distributed to members of the Emergency Action Committee. The first paragraph must state any action requested and classify according to content. TERREP messages may be transmitted laterally in the field.

(20) **TERREP EXCLUSIVE**—for telegrams relating highly sensitive information on terrorism. Field posts may restrict distribution depending on circumstances in the field. May only be transmitted laterally if the Department is an addressee.

(21) **TOFAS**—for the Foreign Agricultural Service (FAS), Department of Agriculture from FAS field posts.

(22) **TOPEC**—for telegrams between Peace Corps headquarters and field representatives.

(23) **TOPEC MED EYES**—for telegrams regarding medically privileged information protected by the Privacy Act and distributed only to the Peace

Corps medical staff at post or Peace Corps headquarters.

(24) **USDOC**—for telegrams between the U.S. Department of Commerce and field representatives.

(25) **USOECD**—for telegrams to and from the U.S. Mission to the Organization for Economic Cooperation and Development, Paris.

(26) **USSTART**—for telegrams to and from the U.S. Delegation to the Strategic Arms Limitation Talks (START).

(27) **USSCC**—for telegrams to and from the U.S. Standing Consultative Commission, Geneva.

(28) **VISAS**—for telegrams about individual immigration, visa and deportation cases and operational and procedural aspects of the visa function.

5 FAH-2 H-444 CHANNEL CAPTIONS

(TL:TEL-7; 06-30-2003)
(Uniform All Agencies)

At missions abroad, channel captions are intended to restrict distribution to the executive office or the office designated by the caption. Therefore, no other distribution caption is required on communications, which have channel captions.

(1) **AGS CHANNEL**—for telegrams between an AID employee and the grievance staff, HR/G, AID/M/PM/ERS. This is subject to the same restrictions as GRIEVANCE CHANNEL communications.

(2) **AID/OIG CHANNEL**—for telegrams between the AID Inspector General (IG) and the regional inspectors general and their staffs in the field.

(3) **DISSENT CHANNEL**—for telegrams between the Department and any person at a post abroad submitting dissenting views on policy. The first paragraph should identify the drafter. DISSENT CHANNEL messages are distributed in the Department initially only to the Executive Secretary of the Department and to the Director of the Policy Planning Staff (S/P), who has responsibility for handling any response. The Director of S/P determines further distribution, in consultation with the Secretary, as appropriate, and with regard to the sensitivity of the message and the desires of the drafter.

(4) **DOCKLAMP CHANNEL**—for telegrams between the Defense Intelligence Agency and defense attachés. Dissemination of DOCKLAMP messages should be limited to the defense attaché. The defense attaché, if required, will determine additional distribution. DOCKLAMP files will be maintained only by the Defense Attaché Office (DAO) and all paper copies

must be returned to the DAO.

(5) **DS CHANNEL**—for telegrams between the Assistant Secretary and/or Deputy Assistant Secretaries of Diplomatic Security (DS), other authorized DS personnel, and the responsible DS officer concerning criminal and special investigations involving: U.S. citizens or foreign nationals, who are not U.S. Government employees; special protective equipment; and other sensitive subjects which the drafter deems should be restricted to DS personnel at posts or within the Department. Limit field dissemination of DS CHANNEL messages to the Regional Security or Post Security Officer; limit domestic dissemination to offices within DS. The Executive Director for Diplomatic Security (DS/EX) authorizes access to DS Channel message traffic at the headquarters level. This caption may be used laterally in the field. ASEC must be the only TAGS used on this traffic (12 FAM 422.3-2, DS and DSX Channels).

(6) **DSBI CHANNEL**—for use exclusively by regional security officers (RSOs) for cable reporting of information (derogatory and non-derogatory) developed during the course of Background Investigations (BI) or Periodic Reinvestigations (PRI) to Personnel Security and Suitability Division of Diplomatic Security (DS/ICI/PSS) and other RSOs. This channel restricts, for Privacy Act reasons, distribution of cable reporting only to RSOs and DS/ICI/PSS; creates a direct channel of communications between RSOs and DS/ICI/PSS; and is not available to Department personnel outside of DS/ICI/PSS. The Director for the Office of Investigations and Counterintelligence (DS/DSS/ICI) authorizes access to DSBI Channel message traffic at the headquarters level. This caption may be used laterally in the field. ASEC must be the only TAGS used on this traffic (12 FAM 422.3-2, DS and DSX Channels).

(7) **DSX CHANNEL**— for telegrams between the Assistant Secretary and/or Deputy Assistant Secretaries of Diplomatic Security, other authorized DS personnel, and the responsible DS officer concerning criminal and special investigations involving: U.S. citizens, U.S. Government employees or DS employees; counterintelligence investigations; adverse personnel security actions; investigations concerning domestic abuse; confidential sources; undercover operations; and other sensitive subjects which the drafter deems should be highly restricted. Limit field dissemination of DSX CHANNEL messages to the RSO or post security officer (PSO); limit domestic dissemination to specific offices within DS. The Director for the Office of Investigations and Counterintelligence (DS/DSS/ICI) authorizes access to DSX Channel message traffic at the headquarters level. This caption may be used laterally in the field. ASEC must be the only TAGS used on this traffic (12 FAM 422.3-2, DS and DSX Channels).

(8) **DTS CHANNEL**—for telegrams between IRM, the Area Telecommunications Office (ATO) Headquarters, Regional Directors of

Information Management Centers, IPOs and ITOs; concerning technical security and operational matters that affect joint operations within the Diplomatic Telecommunications Service (DTS). This caption may be used laterally in the field.

(9) **EEO CHANNEL**—for telegrams between the Office of Equal Employment Opportunity and Civil Rights (S/EEOCR) and officially designated Equal Employment Opportunity (EEO) counselors at posts abroad regarding discrimination complaints. To preserve the privileged nature of this information, dissemination of EEO CHANNEL messages should be strictly limited to S/EEOCR in the Department and EEO counselors in the field. Communications intended for individuals other than the officially designated EEO counselor in the field should bear the attention indicator “FOR (NAME)” one blank line following the EEO CHANNEL caption.

(10) **ERG CHANNEL**—for telegrams regarding grievances between an employee and the exclusive representative of the American Foreign Service Association (AFSA).

(11) **GRIEVANCE CHANNEL**—for telegrams between the Foreign Service Grievance Board and employees in the field on matters relating to formal grievances filed under 3 FAM 4420, *General Provisions*. May be used laterally in the field only for communication between a traveling Board member and an employee at another post.

(12) **HR CHANNEL**—for telegrams between the Office of the Director General of the Foreign Service and posts on matters relating to personnel administration involving U.S. citizen employees. These matters include, but are not limited to, assignments, transfers, training, performance evaluations, compensation, employment, health benefits, life insurance, employee-management relations, title and rank, position descriptions, military service status, campaigns and retirement. HR CHANNEL should not be used for personnel-related issues covered under other channel captions, i.e., agreement requests and certain other matters relating to chiefs of mission and chargé d’ affaires, sensitive personnel matters requiring the attention of the Director General or Deputy Assistant Secretary for Human Resources, medical matters, grievances between individual employees and the Foreign Service Grievance Board, or travel messages. HR CHANNEL may be used laterally in the field with discretion, if the Department is an information addressee. HR CHANNEL messages may contain personal information that must be protected under provisions of 5 U.S.C. 552a.

(13) **IM CHANNEL**—for telegrams between the Deputy Chief Information Officer for Operations and field operations at regional information management centers (RIMCs), information program centers (IPCs), and Internet steering committee (ISCs) concerning technical

communications operations not requiring dissemination outside IRM. May be used laterally in the field.

(14) **IM CHANNEL EXCLUSIVE**—for telegrams between the IRM Chief Information Officer (CIO) or Deputy CIO and IRM personnel in the field. Format as “IM CHANNEL EXCLUSIVE FOR (NAME OF INDIVIDUAL).”

(15) **MED CHANNEL**—for telegrams between the Director for Medical Services (M/MED) and the chief of mission, medical officer, nurse, or designee, regarding sensitive medical matters of Department of State employees or their dependents or employees or dependents of other U.S. Government agencies under direct or participating agency support agreements. MED CHANNEL messages at missions abroad must be disseminated on a minimal need-to-know basis and will be limited to the medical officer or the chief of mission’s designee. MED CHANNEL messages should be delivered in sealed envelopes marked “MED CHANNEL - TO BE OPENED ONLY BY ADDRESSEE.” In the Department, dissemination must be on a minimum need-to-know basis. MED CHANNEL messages should NOT be used for reports of death, requests for medical supplies or requests for approval of emergency visitation travel. MED CHANNEL may be used laterally in the field.

(16) **MGT CHANNEL**—for telegrams between the Under Secretary for Management and posts, with post dissemination only to those persons or offices specified by the attention indicator, “FOR (NAME OF PERSON OR OFFICE) ONLY.” This caption may not be used laterally in the field.

(17) **NAROP CHANNEL**—for telegrams between the Drug Enforcement Administration (DEA), DEA representatives abroad, Department of Justice, chiefs of mission, the Secretary of State and the Assistant Secretary for the Bureau of International Narcotics Matters regarding narcotics issues. NAROP CHANNEL telegrams must be classified or administratively controlled. IPC should deliver NAROP messages only to the chief of mission and the DEA agent-in-charge. The Assistant Secretary for the Bureau of International Narcotics Matters will determine distribution of NAROP messages in Washington on a strict need-to-know basis. NAROP messages may not be transmitted laterally. Only the chief of mission or designee can approve a NAROP message for transmission. NAROP CHANNEL can only be addressed to SECSTATE and DEA.

(18) **OIG CHANNEL (State and BBG only)**—for telegrams between the Office of Inspector General and OIG employees and/or other Department of State or BBG personnel in the field; and laterally in the field between OIG employees. The OIG channel may also be used for telegrams between the OIG and OIG employees in the field and chiefs of mission, regional and post security officers, and other officials when appropriate to carry out the mission of the OIG. Employees who wish to

report fraud, waste, abuse, or mismanagement to the OIG are authorized to use the OIG channel.

(19) **RODCA CHANNEL**—for telegrams relating operational intelligence communications between authorized Department of Defense Agencies and Defense attachés. Dissemination of RODCA communications is limited to the Defense attaché. RODCA message files will be maintained only by the DAO and all copies must be returned to the DAO.

(20) **STR CHANNEL**—for telegrams between the Office of the Special Trade Representative in Washington and its staff in Geneva. Use of the STR CHANNEL caption does not mean the information in the telegram represents the U.S. Government position on any issue. STR CHANNEL is provided as a telegraphic forum for discussion of U.S. positions and permits limited distribution of those telegrams. May not be used laterally in the field.

(21) **TM CHANNEL**—for telegrams between the Office of the Director General of the Foreign Service and posts for all travel messages (TMs), i.e., TMONE through TMEIGHT, as defined by 3 FAM 3760, *Travel Messages*. The TM CHANNEL is not to be used on any other matters relating to personnel administration. Dissemination and control of TM CHANNEL communications are subject to the same restrictions as HR CHANNEL communications. The TM CHANNEL caption may be used laterally in the field if the Department is an addressee. TM CHANNEL messages may contain personal information that must be protected under provisions of 5 U.S.C. 552a.

5 FAH-2 H-445 DEPARTMENT REVIEW OF CAPTIONS

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

a. The Department's Operations Center (S/ES-O) and Main State Messaging Center (IRM/OPS/MSO/MSMC) regulate the proper use of captions. If Messaging Center analysts have a question about adding or changing a caption on an incoming message, they consult the Operations Center to decide how the message should be captioned.

b. If S/ES-O decides to add or change a caption on a telegram, S/ES-O will send a re-categorization notification to all addressees with specific instructions. Store copies of all telegrams with captions, whether upgraded or modified, according to post procedures. See 5 FAH-4 H-213.1, *General* for examples on how to store captioned material.

5 FAH-2 H-446 JOINT MESSAGE CAPTIONS

(TL:TEL-2; 05-23-2002)
(Uniform All Agencies)

Joint message captions are only permitted on messages with specific action instructions for a Department mission and a separate military activity not part of a Department mission. The Defense attaché office (DAO) at a Department mission is not a separate command, but an integral part of the mission. The caption is in the form "JOINT EMBASSY/USEUCOM MESSAGE" and placed according to guidance provided in 5 FAH-2 H-241, *Handling Instructions*.

5 FAH-2 H-447 PASSING INSTRUCTIONS

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

a. Passing instructions PASS and ALSO PASS are placed on telegrams addressed to a post with relay responsibilities to another agency or activity which does not have a telegraphic circuit. ALSO PASS indicates that the relay post itself is also addressed by the telegram. Passing instructions are placed below the caption line (if a caption is used) and include the name of the relay post, the passing symbol, and the name(s) of the agency or activity the telegram is relayed to. Example: DEPT PASS EPA.

b. Upon receipt of a collective address telegram containing the phrase "INFORM CONSULS" or "INFORM CONSULS AS APPROPRIATE", the information processing center (IPC) at principal posts with area responsibilities must forward the telegram via pouch, fax, or other means to posts within their jurisdiction.

5 FAH-2 H-448 AND H-449 UNASSIGNED