

## **5 FAH-1 H-140 TAGS (TRAFFIC ANALYSIS BY GEOGRAPHY AND SUBJECT)/TERMS SYSTEM**

(TL:CH-4; 07-31-2002)

### **5 FAH-1 H-141 GENERAL**

(TL:CH-4; 07-31-2002)

a. The TAGS/Terms system is an identification system consisting of acronyms and words specifically designed to organize and manage communications disseminated throughout the Department and posts.

b. TAGS identify subject content, specific world locations, and programs. TAGS should appear on the line designated, never as part of any other line.

c. Terms are used on the subject line to further clarify the correspondence and aid in identifying and retrieving the information at a later date. Some Terms are listed in the TERMDEX in the *TAGS/Terms Handbook*. New Terms may be added as needed by A/RPS/IPS/PP to meet office or post needs.

d. The *TAGS/Terms Handbook*, 5 FAH-3, contains additional information regarding the TAGS/Terms system.

e. A/RPS/IPS/PP approves new TAGS or redefines old TAGS, as appropriate. They also approve Organizations and Terms published in the *TAGS/Terms Handbook*.

### **5 FAH-1 H-142 USING TAGS**

(TL:CH-4; 07-31-2002)

a. The four-letter Subject TAGS identifies general subject content. Every telegram and memorandum generated must have at least one Subject TAGS. Other written communication to be stored in the central files for automatic retrieval should contain at least one Subject TAGS. Interagency memos and letters should have TAGS on file copies only. See the *TAGS/Terms Handbook* for a list of approved Subject TAGS.

**U.S. Department of State Foreign Affairs Handbook Volume 5 Handbook 1—  
Correspondence**

b. Memorandums and letters that establish, discuss, or define foreign policy, set precedents, or require action by multiple offices, are filed in the central policy files and should contain at least one Subject TAGS.

c. Geo-Political TAGS (two letters) are to be used for countries and world regions. The country codes are from the Federal Information Processing Standards Publication (FIPS) No. 10. Some of the regional TAGS are based strictly on geographic locations while others are based on political regions. Geographic or regional TAGS identify the country or area that is the subject of the communication.

d. Four-letter Program TAGS (K TAGS) should be used in conjunction with Subject and Geo-Political TAGS for easy retrieval based on program or office requirements. Do not substitute a "K" TAGS for a Subject TAGS.

**5 FAH-1 H-143 THROUGH H-149 UNASSIGNED**