

## 5 FAH-1 H-200 TELEGRAMS

### 5 FAH-1 H-210 HOW TO USE TELEGRAMS

(TL:CH-09; 07-12-2004)  
(Office of Origin: IRM/BPC/RG)

#### 5 FAH-1 H-211 GENERAL

(TL:CH-09; 07-12-2004)

a. This chapter contains guidelines for drafting and preparing telegrams. The *Secretariat Handbook* contains guidelines for preparing telegrams for the Secretary and other seventh-floor principals.

b. *You use telegrams between the Department and posts abroad to send information electronically, using established Department channels.* These telegrams *may* convey information dealing with policy proposals, policy implementation, program activities, or personnel and post operations.

c. *You must answer* telegrams received at post from a member of Congress by *return* telegram through the Department.

d. *If you draft and/or approve telegrams you must ensure they comply* with standards, i.e., precedence, classification, and subject content. Telegrams *on* policy matters must meet the requirements in 2 FAM 1200. *For Interim Issuances of policies or procedures by telegram or Department Notice see 2 FAM 1115.2.*

e. *The Department of State is the senior agency abroad. Other agencies using Department of State communication facilities must adhere to its set standards and procedures.* They must use internal control procedures that meet Department standards. *The Department of State must pre-approve any request for waiver or noncompliance.* Other *agencies' telegraphic* regulations will be enforced secondary to any existing Department of State policy.

f. *You may use telegrams for personal purposes requiring rapid transmission* only if no other service, such as e-mail or commercial telegram, is available.

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g. *You must include E.O. information (see 5 FAH-1 H-217.1), TAGS (see 5 FAH-1 H-217.2), and Subject (see 5 FAH-1 H-217.3) Lines on all Department of State telegrams.*

h. *You should use "INFORM CONSULS" on telegrams from the Department to the six regional bureau collective addresses or to the "ALL DIPLOMATIC AND CONSULAR POSTS" (ALDAC) collective address. This notifies the primary posts that they should forward the telegram or information it contains to their constituent post(s).*

i. *Use the attention indicator "PASS" or "ALSO PASS" to ensure delivery to another agency/office that cannot be directly addressed. You use attention indicators "FOR" or "FOR ... ONLY" to clearly identify the office and person, if any, to whom you are sending the telegram. Use "FROM" to convey that the signatory of the telegram may not necessarily agree with the views portrayed or if you want the recipients to know you originated the content. See 5 FAH-1 H-216.5 and 5 FAH-2 H-448 for more information on attention indicators.*

j. *If you are sending a telegram that requires administrative control, mark and transmit it as Sensitive But Unclassified (SBU). You must mark the top and bottom of the telegram with UNCLASSIFIED and insert the word SENSITIVE on the Caption line. See 5 FAH-1 H-235 Exhibit H-235.10 for examples on using SBU.*

## ***5 FAH-1 H-212 HOW TO FORMAT SECURITY CLASSIFICATION AND DECLASSIFICATION***

*(TL:CH-09; 07-12-2004)*

a. *You must mark classified telegrams with an original or derivative classification authority. See 12 FAM 500 for guidance on classification authority; see 5 FAH-1 H-132 for general guidance on classification markings.*

b. *Mark each element and/or paragraph of a telegram with its appropriate classification level or handling caveat within parenthesis. For example:*

*(TS) for Top Secret,*

*(S) for Secret,*

*(C) for Confidential,*

*(U) for Unclassified,*

*(SBU/N) for Sensitive But Unclassified/NoFORN, and*

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*(SBU) for Sensitive But Unclassified.*

The *telegram's* overall classification reflects the highest classification level of *any element or paragraph* of the telegram. *You must insert the overall classification* at the top and bottom of each page of the telegram. See 5 FAH-1 H-212 Exhibit H-212 for a sample classified telegram.

c. Enter the following information in the first paragraph of the telegram text:

(1) *The name and position of the authority classifying this original document, or the derivative source document's identification;*

(2) *The agency and office of origin, unless otherwise self-evident; and*

(3) *The reason for classifying the telegram using the category from Section 1.5 of Executive Order (E.O.) 12958 that applies. See 5 FAH-3 H-700 for more information on E.O. 12958.*

**NOTE:** *SBU telegrams require specific handling and are subject to the same decontrol procedures as non-telegraphic SBU documents. You must send SBU information with the "NOFORN" caveat (SBU/N or SBU/NOFORN) in the same manner as for classified telegrams.*

## ***5 FAH-1 H-213 HOW TO SEND TO POSTS ON MINIMIZE***

*(TL:CH-09; 07-12-2004)*

a. *"Minimize" is an operating condition limiting transmission of telegrams during emergencies. These emergencies include, among others: local civil disorders, communications circuit failures, natural disasters, and other similar situations when a post's normal flow of telegraphic traffic cannot be maintained. When a post is on a Minimize condition, you should send it only the most essential telegrams so it can process them as expeditiously as possible under the prevailing conditions.*

b. *The Communications Center in the Department of State maintains a current list of posts that are on "minimize."*

c. *Domestically, a Deputy Assistant Secretary, or an officer of equivalent or higher rank in the associated geographic bureau, must approve telegrams sent to any of its posts on "minimize."*

d. *Abroad, the chief of mission, deputy chief of mission, the principal officer of a consular post, or the next highest ranking approving official at post must approve telegrams sent to a post on MINIMIZE.*

e. *An authorized approving officer may approve sending a telegram on non-crisis subject matters to a post on "minimize" if the subject matter is urgent enough to require telegraphic handling.*

f. *When a telegram to a post on MINIMIZE is approved to send, the last paragraph must be "MINIMIZE CONSIDERED."*

## **5 FAH-1 H-214 REPEAT TELEGRAMS (FORM OF-187)**

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

a. Repeat Telegrams are previously transmitted messages that are retransmitted upon request. In the Department, complete Form OF-187, *Telegram Repeat Request* (see 5 FAH-1 H-214 Exhibit H-214).

b. Procedures for requesting repeat telegrams vary from post to post and are implemented according to Information Program Center (IPC) policy. The IPC will provide specific guidelines.

c. When using Form OF-187, drafters should list the precedence(s) and addressee(s) to receive the repeat telegram for action or information in the standard telegram format.

### **5 FAH-1 H-214.1 Repeat Telegrams by Telegram**

*(TL:CH-09; 07-12-2004)*

a. Drafters must take the following steps when requesting a repeat telegram:

- (1) Prepare a separate Form OF-187 for each telegram to be repeated;
- (2) Assign the same security classification or control designation of the telegram being repeated;
- (3) Obtain the clearance of the action officer if action was originally assigned to an officer other than the drafter; and
- (4) Prepare a separate telegram for any other information requested by the new addressee.

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b. The drafting office retains a copy of the completed form and forwards the original or a copy made from the original to the Communications Center. If the telegram is an ALDAC, ALLDP, NODIS, EXDIS, FLASH, NIACT, or was drafted by seventh-floor principals, it should be forwarded to S/ES-O for clearance. Be sure to attach a copy of the telegram to be repeated. *A NODIS repeat request must be requested or cleared by an officer at the Deputy Assistant Secretary level.*

c. When repeating a telegram that does not contain E.O. 12958, TAGS, and/or Subject information, i.e., military or other agency telegram, preparers must enter the appropriate information in the upper right block on the form.

d. When the text of a repeat telegram is more than 10 days old, the telegram must be retyped completely. Preparers should enter the appropriate heading and complete text beginning with date-time group line through the signature line.

Example:

FOLLOWING IS A REPEAT  
QUOTE  
01030Z May 01  
FM SECSTATE WASHDC  
(LIST PREVIOUS ADDRESSEE(S))  
(ENTIRE TEXT)  
SIGNATURE UNQUOTE

e. Telegrams should not be repeated from the Department back to the original addressee. Any requests for retransmission should be forwarded to the Communications Center help desk.

## **5 FAH-1 H-214.2 Repeat Telegram by Pouch**

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

a. Pouch mail may be used for sending copies of telegrams in the same manner as other documents according to security regulations.

b. If the repeat telegram is classified or administratively controlled, the drafter should be sure to assign the same classification to the form along with appropriate automatic downgrading or declassification information.

## **5 FAH-1 H-215 CLEARING TELEGRAMS**

### **5 FAH-1 H-215.1 Post Clearance**

*(TL:CH-09; 07-12-2004)*

Telegram clearance procedures vary from post to post. The Information Program Center (IPC) maintains a list of authorized officials (appointed by the Ambassador) who *may* approve telegrams for release *and a sample of each official's signature*. Telegrams at post are cleared in accordance with specific chain of command procedures. The IPC can provide further guidance.

### **5 FAH-1 H-215.2 Department Clearance**

#### **5 FAH-1 H-215.2-1 Obtaining Clearance**

*(TL:CH-09; 07-12-2004)*

a. The drafter obtains all clearances within the drafter's own agency and those from other agencies, prior to submission to the Department's Domestic Communications Center (IRM/OPS/MSO/MSMC). At a minimum, the appropriate State Department office for the receiving country (see 2 FAM 1200 for general clearance instructions) must clear each telegram.

b. When a telegram is received from an outside agency, the State Department approving official obtains proper clearance.

c. Drafters and approving officers must ensure that all collective address telegrams, e.g., ALL AFRICAN DIPLOMATIC POSTS (ALAFD), ALL EUROPEAN DIPLOMATIC POSTS (ALEDP), etc., that require action by the posts are cleared by the executive director, staff assistant, or duty officer in each of the regional bureaus involved. If the post(s) has not been tasked, an S/ES-O clearance is sufficient. ALL DIPLOMATIC AND CONSULAR POSTS (ALDAC), and ALL DIPLOMATIC POSTS (ALLDP) collectives must be cleared by the Senior Watch Officer (S/ES-O).

d. All telegrams sent to Special Embassy Program (SEP) posts *requesting reports*, surveys, studies, data collection, etc., must be cleared by M/R. The first paragraph of such telegrams should read: "This tasking has been cleared with SEP." If it does not, SEP posts are not required to respond. A clearance from SEP need not be obtained for taskings originating in the embassy's regional bureau. Informational telegrams and those providing guidelines/guidance do not require SEP clearance. Drafters should use their judgment on whether or not SEP posts need to receive such telegrams.

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e. Many SEP posts are included in telegraphic collective addresses other than the “Special Embassy Program” and are often tasked via these collectives. When using collectives, drafting officers should determine whether SEP posts are included in the particular collective and, if they are, either exempt the SEP posts from responding or seek the clearance of SEP.

f. The SEP collective does not override minimize. If it is intended that the telegram go to minimize posts, it is necessary to add these separately. In this case, the SEP collective should precede, rather than follow, minimize addressees.

g. Drafters should include “KSEP” TAGS with the appropriate Subject TAGS on all telegrams dealing with SEP policy and programming issues.

h. Telegrams addressed to MINIMIZE posts for action must be cleared by the parent geographical bureau and S/ES-O. Exceptions are MED CHANNEL, *TM CHANNEL*, and AFSA telegrams.

i. Direct questions on clearance requirements to IRM/OPS/MSO/MSMC/CIB Help Desk at (202) 647-8845.

## **5 FAH-1 H-215.2-2 Special Clearance**

*(TL:CH-09; 07-12-2004)*

a. Some telegrams require clearance by the Executive Secretariat Staff (S/ES) and the Operations Center (S/ES-O) prior to delivery to the Domestic Communications Center (IRM/OPS/MSO/MSMC/CIB).

(1) S/ES and S/ES-O clearance:

(a) Any telegram authorized by the Secretary or Deputy Secretary;

(b) S—The Secretary;

(c) D—The Deputy Secretary;

(d) Telegrams showing White House, OVP (Office of the Vice President), or NSC in the clearance; and

(e) All telegrams and faxes intended for the Secretary while traveling must be cleared by S/ES.

(2) S/ES-O clearance on telegrams authorized by:

(a) P—Under Secretary for Political Affairs;

(b) E—Under Secretary for Economic and Agricultural Affairs;

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(c) T—Under Secretary for Arms Control and International Security Affairs;

(d) M—Under Secretary for Management—Except MANAGEMENT CHANNEL;

(e) G—Under Secretary for Global Affairs;

(f) R—Under Secretary for Public Diplomacy and Public Affairs;

(g) C—Counselor of the Department of State;

(h) NODIS and EXDIS telegrams (including REPEATS);

(i) FLASH and NIACT IMMEDIATE;

(j) TERREP EXCLUSIVE; and

(k) ALDAC/ALLDP collectives.

b. Telegrams addressed to the American Institute in Taiwan (AIT) TAIPEI must have the following clearances:

(1) *EAP/TC*—for all policy and reporting telegrams, and all requests for USG travel to Taiwan: *EAP/TC* (Taiwan Coordination Staff);

(2) *EAP/EX* and *AIT/W*—for all administrative messages ("A" TAGS); and

(3) *AIT/W*—for all other substantive messages on subjects involving *AIT/W*, e.g., meetings with Taiwan representatives, cooperative activities involving Taiwan, legal status of AIT, consular management, resources, etc. Questions concerning format or clearances should be directed to *EAP/TC* (202) 647-7711 or AIT WASHDC (703) 525-8474.

### **5 FAH-1 H-215.2-3 Qualifying Clearance**

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

a. Drafters should qualify telegram clearances by indicating how the telegram was cleared using remarks in parenthesis immediately following the clearance. All telephone clearances for classified telegrams must be obtained over a secure telephone link operating in the secure mode. Classified telegrams may not be discussed over non-secure telephone links.

b. Clearances may be obtained other than in person. Listed below are common clearance methods that should be indicated in parentheses after the office symbol and name of clearing officer.

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(1) (SUBS)—use to indicate that clearing officer has cleared on the substance only, not the full text.

(2) (INFO)—use to indicate that the individual listed did not clear, but will receive a copy of the outgoing telegram. Do not substitute for actual clearance if specific text or substance is required.

(3) (PHONE)—use to indicate clearance by telephone; clearing official has not seen specific text, but specific text may have been read to individual over the telephone.

(4) (DRAFT)—use to indicate clearance in draft only; not final version.

## ***5 FAH-1 H-216 HOW TO FORMAT DISTRIBUTION CAPTIONS AND ATTENTION INDICATORS***

*(TL:CH-09; 07-12-2004)*

*a. Some correspondence requires specific handling and/or distribution. Captions are acronyms or phrases used to provide this specific distribution and handling requirements. Use special handling captions, distribution captions, and channel captions in telegrams to control, restrict, direct, or limit their distribution. See 5 FAH-2 H-440 for a complete list of captions and usage guidance.*

*b. You may use Attention Indicators (“slug lines”) with any caption to further direct telegrams to a specific office or individual. See 5 FAH-2 H-447 for more information on Attention Indicators.*

*c. Do not combine special captions, captions, and attention indicators with addresses. Place them on the special handling, captions, or attention indicator line(s). See 5 FAH-1 H-235.10 and Exhibit H-235.10 and H-245.10.*

*d. Use no more than **one special caption in the special handling field**, i.e., from the list of authorized special captions in 5 FAH-2 H-440.*

*e. Use Captions, Attention Indicators, and other instructions as authorized, e.g., FOR THE AMBASSADOR; Sensitive; Sensitive NOFORN; and Military Addressees Handle As SPECAT Exclusive.*

## ***5 FAH-1 H-216.1 How to Use Special Handling Captions***

(TL:CH-09; 07-12-2004)

a. You normally may not use more than one of the following five special handling captions on the special handling line:

- (1) NODIS;
- (2) ROGER CHANNEL;
- (3) AGREEMENT CHANNEL;
- (4) DIRGEN CHANNEL; and
- (5) STADIS

You must classify or administratively control (SBU) your telegram if you use one of these special captions. DIRGEN CHANNEL is the only exception to this rule. Handling procedures for any of the above captions takes precedence over other captions, attention indicators, or other instructions. For example: a telegram with both a NODIS caption and a "FOR" attention indicator will be handled according to NODIS procedures before processing the attention indicator instructions; see 5 FAH-2 H-442.

b. If you use both a special handling caption and an attention indicator, insert the attention indicator on the line below the special handling caption.

c. If you are sending a NODIS telegram to a military addressee you must obtain approval from S/ES-O and include the caption "MILITARY ADDRESSEES HANDLE AS SPECAT EXCLUSIVE" on the line below the special handling caption.

d. NODIS cables originating in the field must be sent only to the Department and may not be transmitted laterally directly by the post unless part of a specific NODIS subcategory with such explicit authorization. Originating posts may request S/ES-O to repeat a NODIS cable to another or other posts in the attention indicator line.

## ***5 FAH-1 H-216.2 How to Use Distribution and Channel Captions***

(TL:CH-09; 07-12-2004)

Distribution or Channel captions provide limited or specific distributions to telegrams. See 5 FAH-2 H-442 for a complete list of these types of captions.

**NOTE:** The Department of State and the Agency for International Development (AID) discontinued the use of LIMDIS. Only the National Geospatial-Intelligence Agency (NGA) uses LIMDIS.

## 5 FAH-1 H-216.3 Official Informal Caption

(TL:CH-09; 07-12-2004)

a. The "Official Informal" caption is a distribution caption designed to restrict distribution to a person or group of people and to S/ES-O. If the telegram is specifically for an individual, the words OFFICIAL INFORMAL are placed on the caption line (and attention indicator, if needed) and the subject line with an attention indicator. On the subject line, the organization and name should follow OFFICIAL INFORMAL, separated by a dash, e.g., OFFICIAL INFORMAL—FOR EUR/EX JANE DOE. If the telegram is for a group, the office symbol for the group should also be included. The "official informal" caption is used to transmit personal opinions or preliminary information on policy, such as to:

(1) Give or ask an opinion or interpretation of forthcoming or established policy;

(2) Exchange personal views; or

(3) Report *progress or obtain* or provide background information on matters that may become a subject of formal communication.

b. The official informal caption is used for single or multiple addressee telegrams for distribution to offices and S/ES-O.

c. The official informal caption must not be used to:

(1) Convey policy decisions;

(2) Document an official action request or convey instructions;

(3) Submit administrative, economic, political or other efforts;

(4) Request action, concurrence or authorization;

(5) Circumvent proper clearance and distribution procedures; or

(6) Discuss personal business.

d. For telegrams coming to the Department, add the office symbol.

**NOTE:** Official informal telegrams are record traffic. The "official informal" caption must be placed on the CAPTION line and on the SUBJECT line for proper transmission and dissemination. If the telegram is intended for a specific organization or individual, this information must be placed on the CAPTION and SUBJECT lines, e.g. OFFICIAL INFORMAL—FOR EUR/EX JANE DOE.

e. *If you are sending an Official Informal telegram, the caption line should be only "OFFICIAL INFORMAL." If the telegram is SBU or SBU/Noform, then add "SENSITIVE" or "SENSITIVE NOFORN" below the caption "OFFICIAL INFORMAL" separated by a blank line.*

## **5 FAH-1 H-216.4 Joint Message Captions**

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

a. The only joint message captions permitted apply to messages directing specific action by both an embassy and a separate military command. In this case, a Joint State/Defense caption is required (MAAGs, MILGRPs, DAOs, etc., are integral parts of embassies, not separate commands).

b. Joint message captions from the Department or posts involving other agencies, e.g., "Joint State/Commerce " must not be used. (See 5 FAH-2 H-440.)

## **5 FAH-1 H-216.5 How to Format Attention Indicator ("Slug") Lines**

*(TL:CH-09; 07-12-2004)*

a. *If you use one of the attention indicators below, place it in the caption field after the caption. Be sure you use the correct indicator. If you use both a special handling caption and an attention indicator, place the latter on the line below the special handling caption.*

b. *When you use the attention indicator "FOR" with an office symbol and a name, distribution is not restricted to only that office and/or name. When you use the attention indicator "FOR ... ONLY" with an office symbol or an office and name, distribution is restricted to the Executive Secretariat and that office or that person.*

c. *There are four approved attention indicators as listed below. Follow these guidelines when using attention indicators with or without a caption. See 5 FAH-1 H-211 i.*

(1) *PASS—Use to pass a telegram to another U.S. Government agency that does not have electronic communications with the Department.*

(2) *FOR—Use with an office symbol and a name to identify the person and office to receive action; does not restrict distribution to the addressees.*

(3) *FOR (office symbol and name) ONLY—Use when you want to restrict distribution to the person named and the Executive Secretariat, in the Department.*

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(4) *FROM*—Use with a name and/or office symbol to identify the originating office and officer and to assist in determining the telegram distribution.

d. On telegrams with an attention indicator and no caption, action will be assigned to the indicated office, regardless of the subject of the telegram. The telegram processor will assign action to the first office of an attention indicator listing multiple offices. For example:

*"FOR EUR/EX, OBO, IM/MSO," the action office is EUR/EX.*

e. An office designation must always precede an individual's name unless the individual is the Secretary or a principal officer. For example:

*FOR EUR/EX JANE SMITH.*

## **5 FAH-1 H-217 EXECUTIVE ORDER (E.O.), TAGS, SUBJECT, AND REFERENCE LINES**

### ***5 FAH-1 H-217.1 How to Enter E.O. 12958 Information***

*(TL:CH-09; 07-12-2004)*

a. All telegrams must contain an E.O. 12958 line, which indicates the downgrading or declassification status of a telegram, or the acronym "NA" to denote non-applicability. On a classified telegram, this line contains the declassification instructions for the telegram (see 5 FAH-1 H-212, and 5 FAH-3 H-700). Captions will be removed five years from the date of the document on which the caption appears.

b. You must include, on the E.O. 12958 line, one of three declassification options:

(1) A date or event, if the national security sensitivity of the information will lapse before 10 years from the date of original classification. For example: E.O. 12958: DECL: End of Conference;

(2) A date 10 years from the date of original classification. For example: E.O. 12958: DECL: 1/11/14; or

(3) Any date or event between 10 to 25 years from original classification. For example: E.O. 12958: DECL: 1/11/2029.

c. If the telegram is Unclassified or SBU, enter "N/A" on the E.O. line.

d. For more information on Executive Order 12958 see the Department of State's FOIA Internet site and 5 FAH-3 H-700.

## ***5 FAH-1 H-217.2 How to Use Traffic Analysis by Geography and Subject (TAGS)***

(TL:CH-09; 07-12-2004)

a. *Traffic Analysis by Geography and Subject (TAGS) is an acronym describing the content of telegrams. It is used for filing and distribution processes. The drafting officer determines the TAGS. There are three categories of TAGS:*

- (1) Subject matter;*
- (2) Country and world regions, geo-political (two-letters); and*
- (3) Program (K TAGS).*

b. *You must include at least one subject TAGS on all Department of State telegrams. The exceptions are those telegrams with these captions: ADM AID, AFSA CHANNEL, AIDAC, DEAX, and TOPEC.*

c. *You may enter names and organizations at the end of the TAGS line. When you enter names, list the last name and comma, first name (or initial) and middle initial with no periods, and enclose the name in parentheses. For example: (DOE, JOHN C) (DOE, J C). Enclose only one name in a set of parentheses.*

d. *TAGS help determine distribution, so you must use a Subject TAGS as the primary TAGS (listed first). Do not substitute a K TAGS for a subject TAGS; they must be used in conjunction with a subject TAGS.*

e. *You cannot create a TAGS out in the field. Only the Department (A/RPS/IPS/PP) can create and approve new TAGS. You may direct suggestions or requests for new TAGS directly to A/RPS/IPS/PP. Other TAGS, not created by A/RPS/IPS/PP, are unauthorized and you must not use them in telegrams.*

## ***5 FAH-1 H-217.3 Subject and Terms***

(TL:CH-09; 07-12-2004)

a. *All telegrams must contain a subject line assigned by the drafter. The subject line follows the TAGS line.*

b. *The drafter enters a brief description of the content of the telegram in the subject line. The subject should be clear and concise. Usually the subject line is unclassified. Unless the subject line is unclassified, the drafter must include a classification marking at the beginning of the line, two spaces after the colon. For example:*

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*Subject: This subject line is unclassified so needs no marking.*

*Subject: (C) This subject line is marked classified only as an example.*

*c. The drafter may include a "term" at the beginning of the subject line. Terms help narrow the search for a telegram when the search criterion uses both TAGS and Terms.*

*d. See 5 FAH-3 H-800 TERMDEX (TAGS/Terms Handbook) for a list of established TAGS and Terms and detailed information on both.*

### ***5 FAH-1 H-217.4 Reference***

*(TL:CH-09; 07-12-2004)*

*a. You must enter any references on the reference line, two lines below the subject line. Begin the line with "REF:" followed by two spaces. If you list more than one reference, precede each with a letter followed by a close parenthesis; separate the entries with a comma and space. For example:*

*Ref: a) State 123456, b) Paris 421, c) Smith/Jones phonecon 10/01/2002, d) Smith e-mail to Jones dated 10/02/2002.*

*b. There are no limits to the number of references or lines used. However, the Department's automatic retrieval system recognizes telegram references on only the first line. References that you list on succeeding lines will remain a part of the telegram; they cannot be automatically retrieved for the distribution process.*

*c. You must list references horizontally along the reference line(s). You must list references to telegrams ahead of references to letters, memoranda, e-mails, or phone conversations.*

*d. When referring to a telegram, you list the post name followed by the message reference number (MRN). If the telegram is from a previous year, precede the entry by the two-digit year of the telegram. For example:*

*Ref: a) 99 State 345123, b) 00 Berlin 416*

*e. If a reference was not originally sent to all the addressee of a telegram, enter it followed by the word "NOTAL" in parenthesis. For example:*

*Ref: a) LONDON 3419 (NOTAL), b) 99 LONDON 4123 (NOTAL)*

## **5 FAH-1 H-217.4-1 Message Reference Number (MRN)**

*(TL:CH-09; 07-12-2004)*

a. Telegrams are cited using the MRN, which is the message reference number assigned by the Communications Center. It appears following the classification beneath the last addressee and consists of the last two digits of the year, followed by State/Post name, then the number, i.e., 01 STATE 123456; 01 BONN 3597.

b. Department or posts telegrams (including those captioned ADM AID, AIDAC, AFSA CHANNEL, or TOPEC, etc.) should be referred to with a MRN.

c. When citing more than one reference, use a letter in parentheses to separate them, e.g., a) 01 STATE 21122; b) 01 PARIS 2233; c) 01 BONN 4567.

d. Preceding the MRN with the last two digits of the year refers to telegrams from a previous year: 01 STATE 123456.

## **5 FAH-1 H-217.4-2 How to Format the Date-Time Group (DTG)**

*(TL:CH-09; 07-12-2004)*

a. *If you want to refer to a telegram from a military element, list it by its post name and its date-time group (DTG) in parentheses. The DTG lists the date and time of processing in Zulu time (GMT), the month (tri-letter abbreviation), and the year (two-digit).*

*For example: JCSWASHDC (DTG 090616Z OCT 02).*

b. *When you enter date-time groups use only authorized punctuation such as a comma, period, and/or parentheses. Do not use apostrophes, semicolons, or quotation marks.*

## **5 FAH-1 H-218 POST AUTOMATED PROCESSING**

*(TL:CH-09; 07-12-2004)*

*The communications systems currently used at posts abroad require accurate caption/passing instructions, TAGS, and key words in the subject line to automatically assign dissemination. You should ensure that information in these fields is correct to reduce telegram-handling time.*

## **5 FAH-1 H-219 UNASSIGNED**

***5 FAH-1 H-212 Exhibit H-212***  
***DEPARTMENT OUTGOING TELEGRAM***  
***CLASSIFIED TELEGRAM***  
*(TL:CT-09; 07-12-2004)*

ZFF-4

CONFIDENTIAL

NEA/PPR:DMCCARTHY:MLT

02/24/04 (202) 647-0000

NEA/PPR:SSMITH

WHA/CEN/PAN:JMURRAY M/FSI/SPAS:MGKENNEDY

NEA/EX:CSMITH INR:TGATTI

EAP/RA, PM

IMMEDIATE ACCRA, BAMAKO IMMEDIATE, CAIRO IMMEDIATE,  
DAMASCUS IMMEDIATE, AMMAN PRIORITY, NEW DELHI  
PRIORITY+

(blank line)

PRIORITY ANKARA

E.O. 12958 DECL: 2/24/04

TAGS: AINF, PREL, CVIS

SUBJECT: CLASSIFIED TELEGRAM FORMAT

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

(U) Classified by: Sue Smith, Director, NEA/PPR, Department of State.  
Reason: 1.5(a)

1. (C) This exhibit shows an outgoing classified telegram. The first paragraph must show the classification level, the reason for classification, and the name and position of the classifier. Only the appropriate category numbers are required to appear in the free form text of the first paragraph to indicate the reason for classification.

2. (C) The beginning of each paragraph of the cable must be marked: (TS) for TOP SECRET, (S) for SECRET, (C) for CONFIDENTIAL, (U) for UNCLASSIFIED, or (SBU) for SENSITIVE BUT UNCLASSIFIED. (see 5 FAH-1 H-235 Exhibit H-235.10 for SBU telegram format guidelines.)

3. (C) See 5 FAH-1, H-212 for further guidance on preparing classified telegrams and 5 FAH-1 H-230 for general telegram preparation guidance in the Department. YY

CONFIDENTIAL

CLASSIFIED FOR EXHIBIT PURPOSES ONLY

***Continuation – 5 FAH-1 H-212 Exhibit H-212***  
***POST OUTGOING TELEGRAM***  
***CLASSIFIED TELEGRAM***

*(TL:CH-09; 07-12-2004)*

SECRET

PROG 02/21/04

DCM:TKSMITH

ADM:RBDILLER:CF

1.POL:TRHERTZ, 2.ECON:TKMILLER

HR3 POL ECON

AMEMBASSY BANGKOK

SECSTATE WASHDC PRIORITY

AMEMBASSY BEIJING PRIORITY

AMCONSUL HONG KONG

FOR ALL FS PERSONNEL

E.O. 12958: DECL: 02/21/2004

TAGS: APER, ATRN

SUBJECT: (C) SAMPLE CLASSIFIED TELEGRAM FROM POST

(U) Classified by: JMDoe, Ambassador, U.S.Embassy Bangkok.  
Reason: 1.5(b).

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

1. (U) This sample telegram bears an overall classification of SECRET for exhibit purposes only. The entire text is NOT classified.

2. (S) Each paragraph must be marked with the appropriate portion marking. These markings are particularly important when one or more paragraphs will be given to the public.

3. (C) Note that the cable carries the E.O. number and is declassified in accordance with those guidelines. Refer to 5 FAH-1 H-240 for telegram preparation guidelines for posts. For more specific questions, contact the IPC. Hawthorne##

SECRET

CLASSIFIED FOR EXHIBIT PURPOSES ONLY

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

**5 FAH-1 H-214 Exhibit H-214  
DEPARTMENT OUTGOING  
REPEAT TELEGRAM (FORM OF-187)  
(TL:CH-09; 07-12-2004)**

TELEGRAM REPEAT REQUEST			E.O. 12958 TAGS AND SUBJECT INFORMATION IF NOT ON TELEGRAM BEING REPEATED
TO: Communications Center		CLASSIFICATION OF TELEGRAM TO BE REPEATED: <b>UNCLASSIFIED</b>	E.O. 12958: N/A TAGS: APER
FROM: (Office Symbol) <b>HR/CSP</b>	SPECIAL HANDLING CAPTIONS (Nodis, Stadis, etc.)	OTHER CAPTIONS AND/OR ATTENTION INDICATORS, IF ANY (Per Channel, Etc.) <b>PER CHANNEL</b>	Subject: Personnel Changes
PLEASE REPEAT <u>Belgrade</u> DATED (mm-dd-yy) <u>03-19-02</u> <small>(Message Ref. No.)</small>			
TO THE FOLLOWING ADDITIONAL ADDRESSES:			
FOR ACTION: BONN			
FOR INFO: BRUSSELS, COPENHAGEN			
<b>A COPY OF THE TELEGRAM TO BE REPEATED MUST BE ATTACHED</b>			
Requested by: <b>HR/CSP:JKDoe</b>	Date: (mm-dd-yy) <b>04-08-02</b>	Phone No: <b>x72333</b>	Approved by: <b>HR:JJMoore</b>
Clearances: <b>A:EMFalk</b>		THIS FORM OF ITSELF IS UNCLASSIFIED	

50187 102

OPTIONAL FORM 187 (11-2001)  
U. S. DEPARTMENT OF STATE