U.S. Agency for International Development
(USAID)

USAID Communications Center

TELEGRAM GUIDEBOOK

PREPARATION AND PROCESSING
OF
OUTGOING TELEGRAMS

April 2002

For questions please call (202) 712-5981
M/IRM/TCO
Room 7.06-030, Ronald Reagan Building (RRB)
7:00 a.m. – 6:30 p.m. Monday through Friday

INTRODUCTION

This guidebook is designed to train employees in outgoing telegram preparation. The purpose is to enable employees to prepare telegrams efficiently, and to supply information on the format required by the USAID Communications Center. The Center's goal is to work with those who prepare the telegrams to minimize the possibility of a rejected telegram.

Authorized Senders are the only individuals who have the authority to transmit cables to the USAID Cable-Terminal address. Please contact the USAID Communications Center at (202) 712-5989 for the Authorized Sender form.

Send outgoing cables to the following address: **Cable-Terminal@IRM.TCO.CC**

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Revised 04/2002

PREPARATION AND PROCESSING
OF OUTGOING TELEGRAMS

A. METHOD FOR PROCESSING CABLES

The USAID Communications Center no longer uses the optical character recognition (OCR) method. All unclassified telegrams are processed electronically.

All classified telegrams must be in hardcopy form. Once the M/IRM/TCO Cable Room receives them from the drafting office, the Cable Room staff handcarries classified cables to the Department of State, once in the morning and once in the afternoon. Classified telegrams must be prepared on a standalone PC with a removable hard drive. Please contact IRM Security regarding guidelines for processing classified telegrams.

B. TELEGRAM FONT REQUIREMENTS

All telegrams must be processed using Courier 10 font.

C. ALIGNMENT AND PLACEMENT

To ensure proper alignment of a cable, always use the Cable form, which is unclassified only, provided on the Forms page of the USAID intranet.

D. PREPARING USAID/W OUTGOING TELEGRAMS

The Cable form must be used to prepare all unclassified telegrams. The Cable form can be found on the USAID intranet, under USAID Forms. Read the Cable Help instructions available on the intranet before preparing an outgoing cable.

E. FORMAT

1. Classification

This is a mandatory field. This is the first field that is typed. One of the five approved classifications must appear in this field: UNCLASSIFIED, SBU, CONFIDENTIAL, SECRET, or TOP SECRET. See information on the designator SENSITIVE BUT UNCLASSIFIED (SBU) in No. 2 below.

2. SBU

The term "LIMITED OFFICIAL USE" is no longer authorized for use within USAID or the Department of State. All information previously marked "LOU" is now "SENSITIVE BUT UNCLASSIFIED" OR "SBU." Standard SBU information is restricted to those with a "need to know," including appropriate FSN staff overseas, and must be sent "UNCLASSIFIED" with the

distribution caption "SENSITIVE." The SENSITIVE caption will immediately follow the ADM AID or AIDAC caption. The Department of State Communications Office, via encrypted means, will transmit these telegrams over both unclassified and classified circuits. Paragraphs should be portion marked.

Example:

Classification area: UNCLASSIFIED

Captions area: ADM AID, SENSITIVE OR AIDAC, SENSITIVE

Text area: SENSITIVE BUT UNCLASSIFIED - PROTECT ACCORDINGLY

Sensitive But Unclassified information that requires a "higher level of protection" as noted in 5 FAH-1 H-200, Telegrams, may still carry the SBU designation but may be restricted to cleared American personnel only. To do this, the cable should be UNCLASSIFIED, but must contain the caption "NOFORN" immediately following the caption "SENSITIVE." The Department of State Communications Office will key on the "NOFORN" caption to direct these telegrams via secure means using special designators that route the telegrams over classified circuits. The SENSITIVE NOFORN caption will ensure that only cleared American personnel overseas will be able to handle that particular SBU telegram.

Example:

Classification area: UNCLASSIFIED

Captions area: ADM AID, SENSITIVE NOFORN OOR AIDAC, SENSITIVE NOFORN

Text area: SENSITIVE BUT UNCLASSIFIED – PROTECT ACCORDINGLY

OFFICIAL INFORMAL – When submitting telegrams that meet the Official Informal requirement, the caption line is limited to read only "OFFICIAL INFORMAL." If the OFFICIAL INFORMAL is Unclassified Sensitive or Sensitive/NOFORN, then the words "SENSITIVE" or "SENSITIVE NOFORN" should be placed on the caption line after the words "OFFICIAL INFORMAL."

In addition, "OFFICIAL INFORMAL" must also appear on the subject line. Any passing instructions, e.g., "For Ambassador Only" etc., should appear after the subject.

Example:

Classification area: UNCLASSIFIED

Captions area: ADM AID OFFICIAL INFORMAL SENSITIVE

SUBJECT: OFFICIAL INFORMAL

FOR AMBASSADOR ONLY

3. Special Charges

This is *not* a mandatory field and is not often used. If a telegram is to be billed to an individual or a congressional account, or any special account, it would be indicated in this field. If applicable, your office should have this information.

4. Drafting Information

This is a mandatory field.

This information is typed on the first line:

    a.   Agency symbol (USAID)
    b.   Office symbol – COMPLETE AUTHORIZED SYMBOL
    c.   Drafter's name (first initial and full last name)
    d.   Typist's initials

This information all goes across the second line:

    a.   Drafting date (mm/dd/yy)
    b.   Telephone extension

5. Approving Officer

This is a mandatory field.

This information is typed on the third line:

    a.   Agency (USAID)
    b.   Office symbol – COMPLETE AUTHORIZED SYMBOL
    c.   Approving officer's name (first initial and full last name)

6. Clearances

This is *not* a mandatory field, because not every telegram requires a clearance.   The clearances should be listed in the designated fields and in proper sequence. The terms "substance" (subs), "phone," "information" (info), and "draft" are permissible; however, it is essential that such information be contained within the allotted field. A maximum of eight (8) clearances may be typed on the cable. If there are more than eight clearances, the last clearance must end with a (+) plus sign indicating more clearances. List additional clearances after the double (YY) in columnar/vertical form ending with a single (Y). See Attachment K, Sample Cable, Additional Clearances. The Cable form from the USAID intranet provides step-by-step instructions for adding additional clearances.

7. Special Clearances

Certain types of outgoing telegrams need Special Clearances before being sent to the Communications Center for transmission. This is *not* a mandatory field.

S/S-O (Secretary of State Operations Center) **Clearance is required on**

> *** FLASH and NIACT IMMEDIATE telegrams**
> *** ALDAC and ALLDP telegrams**
> *** TERREP Exclusive telegrams**

These telegrams should be delivered directly to the Operations Center S/S-O. S/S-O encourages drafters to call the OPS Center on Ext. 7-1512 for the name of the Senior Watch Officer (SWO) on duty.

The original telegram plus one copy should be delivered to the SWO in Rm 7516 New State. S/S-O requires that the word "ORIGINAL" be stamped in red on telegrams prepared on white paper submitted for their approval.

S/S-O will tube the telegram to the Communications Center for transmission after clearing. However, S/S-O may determine that additional clearances are required. If this determination is made, either S/S-O or Communications Center personnel will so advise the drafting office.

8. Desired Distribution

This is *not* a mandatory field. Outside Agencies should be listed in this field. (Example: DOD, COM)

9. Action Precedence

This is a mandatory field. The action precedence field indicates "how" the message is to be sent. The designations must appear within the required field. The precedent should be assigned based on the following criteria:

> FLASH – State of emergency – To be delivered instantly – any day or night. Must be cleared by Dept. of State S/S-O. Original signatures are needed from S/S-O.

> NIACT/IMMEDIATE – To be delivered immediately – any day or night. Must be cleared by Dept. of State S/S-O. Original signatures are needed from S/S-O.

> IMMEDIATE – To be delivered as soon as business opens. Assigned for important policy matters or death matters.

> PRIORITY – Assigned when the telegram contains essential information for operations and actions in progress.

> ROUTINE – Lowest order of precedence. Assigned to communications that justify Dept. of State (DoS) transmission but are of insufficient urgency to require a higher precedence.

10. Action Addresses

This is a mandatory field. The "action" line indicates that some reply or action is expected from the posts receiving the message. After indicating the action precedence (routine, priority, etc.), type in the name of the post to which the telegram is to be sent. If there are more addresses than can be shown on the first line of the field, a second line has been provided for additional addresses. Separate each address by a comma and a space. A comma must be placed after the last addressee on the first line if additional addresses follow. Do not split long addresses onto two lines, e.g., Port au Prince, Port of Spain, Ciudad Juarez, Dar es Salaam. Do not hyphenate. Use only the addresses as shown on the list of Foreign Service posts. (See Attachment A)

A. Same Action Precedence

"Routine" is the only action precedence that is not repeated after each post. Any precedence designator higher than Routine *must* be repeated after each post.

> Example: IMMEDIATE PARIS, LONDON IMMEDIATE

B. Split Action Precedence/Addresses

Split action precedence will occur when posts are not to receive the message under the same precedence. When there is a split action precedence, list the highest one first and all succeeding posts to receive the message under this designation.

> Example: If USEU BRUSSELS is to receive the telegram on a priority basis:
>
> IMMEDIATE PARIS, LONDON IMMEDIATE, BRUSSELS PRIORITY, NAPLES

Do not specify the designation "routine" when included in a split precedence. Posts listed after the "priority" designation will receive the message "routine." Split action precedence/addresses is now permissible; the second line would continue with the listing of posts and end with the precedence. When there are over two lines of addresses, the last addressee should be followed by a plus sign (+). At the end of the message (last paragraph) there should be a double (YY), followed by two returns. Begin listing additional addresses in vertical order and end in a single (Y).

C. Collective Addresses

A collective address is used to group addresses by region. The collective addresses that may be used within the action address field are as follows:

USAID Worldwide	AWIDE
Asia and Near East	AIDAN
Africa	AIDAF
Latin America & Caribbean	AIDLA
Europe	AIDEU
USAID Controllers	AIDCO

See Attachment A for a list of the posts covered by these collective addresses.

(1) Exemptions from collective addresses

If certain posts are to be exempted from the collective address, the code "XMT" is used. To exempt a post, type XMT in the addressee block of the telegram after the collective address, followed by a list of the exempted Mission or Missions as illustrated:

AIDAN, XMT CAIRO, RABAT, SANAA

(2) Inform Consuls

If the collective address is, for example, "All European Diplomatic Posts," and you also want the consuls to be informed, type "INFORM CONSULS" in the **caption field**. To leave the informing of the consuls to the discretion of the Embassy, type this information as the first line of the text of the telegram: "INFORM CONSULS AS APPROPRIATE."

(3) Military Addresses

Military addresses can be typed in the addressee fields of the telegram. Military addresses require a special prerouting designator that will be inserted by DoS Communications. Indicate precedence.

D. Minimize Telegrams

MINIMIZE is a telegram control procedure imposed during emergency conditions such as local disorders, communication circuit failures, natural disasters, or other similar situations when the post's normal flow of traffic cannot be handled. During the emergencies only the most essential traffic is to be sent so that it will be handled as expeditiously as possible. Minimize control is determined and imposed by the Department of State, based upon prevailing conditions at post.

MINIMIZE may be imposed based upon specific posts, all posts in a geographic area, or worldwide. For Minimize instructions, please call Ext. 2-5981.

11. Information Addresses

To have specific post receive an "INFORMATION" copy of a telegram, the post must be listed in this field. This is *not* a mandatory field. The same instructions apply to this area as to the "ACTION PRECEDENCE."

12. Special Handling

To be used only by the Department of State, Communications Center.

13. Captions (maximum 55 characters)

This is a mandatory field. The drafting officer should furnish this information. One of the two following captions *must* be used:

AIDAC – Used when the subject of the telegram has to do with USAID programs or projects or other substantive matters that may be of interest to other U.S. Government agencies.

ADM AID – Refers to USAID administrative messages. These messages are clearly of interest to USAID only. Examples of Subject Matter Categories follow:

  Administrative Audits
  Contract Support
  U.S. or Local Payroll
  Travel
  Administrative Purchasing
  Operating Expenses
  U.S. or Local Personnel
  Non-Project Transportation

The following are special captions, which are to be used as required:

  EYES ONLY – FOR: and FROM: *must* appear on this line.

  When PERSONAL INFORMATION, LIMITED DISTRIBUTION, SENSITIVE, and SENSITIVE NOFORN are used, they *must* appear on the same line one space after the caption.

If all the caption information does not fit on the one line, continue typing the personal information two lines under the subject line, above the text of the message.

14. E.O. 12958 Line

This is a mandatory field. This line indicates the security or declassification status of a message under Executive Order (E.O.) 12958, which replaced E.O. 12356.

A. For UNCLASSIFIED and SBU telegrams, the form of the E.O. line does not change. Use "N/A," which means Not Applicable.

      Example: E.O. 12958: N/A

B. For CONFIDENTIAL telegrams, entries on the E.O. line should be "DECL," meaning Declassified. This must be followed by a colon.

   (1) A date for declassification must be specified, and must be typed numerically, beginning with the month, the day, and the last two digits of the year.

   (2) An event for declassification must be specified. The event must be in parentheses.

   An example of each follows:

       1. E.O. 12958: DECL: 12/01/99
       2. E.O. 12958: DECL: (END OF VISIT.)

*NOTE: OADR ("ORIGINATING AGENCY'S DETERMINATION REQUIRED") AND DNG ("Downgrade") are no longer to be used.

SPECIAL NOTES FOR THE PREPARATION OF CONFIDENTIAL TELEGRAMS

1. Each paragraph must be numbered and portion marked (mark each paragraph with the first initial of the classification for that section, and place within parentheses). Example: 1. (C); 2. (U)

2. The declassification date must follow E.O. 12958: (See previous example on page 11, Number 14).

3. The first paragraph of your Confidential message should state the name of the official who assigned the classification, along with the official office symbol, and the reason for classification. Assistant Administrators are the only individuals who have the authority to classify a classified telegram.

4. The following is an example of how this statement should be formed/typed:

    1. (C) Classified by John Doe, AID/AA/BCD, reason 1.5

To identify the reason for classification, refer to one of the classification categories below. Include the number 1.5, which refers to Section 1.5 of E.O. 12958, plus the letter(s) that correspond to the pertinent classification category.

    (a) Military plans, weapons, or operations.
    (b) Foreign government information.
    (c) Intelligence activities, sources, or methods, or cryptology.
    (d) Foreign relations or foreign activities of the U.S., including confidential sources.
    (e) Scientific, technological, or economic matters relating to national security.
    (f) USG programs for safeguarding nuclear materials or facilities.
    (g) Vulnerabilities or capabilities of systems, installations, projects, or plans relating to U.S. national security.

    Example: 1.5 (b) and (e).

15. **Text of Message**

    A. Subject

    Be as precise as possible.

    B. Reference

    If there is a reference line, place it two lines below the subject line, flush left.

    C. Paragraphs

    Paragraphs must be numbered if there is more than one. Double space between each paragraph. If tabulated information is to be transmitted, type the first column of the tabulated material flush with the left margin.

SUMMARY PARAGRAPH:

A summary paragraph should be used for telegrams over three pages in length. Use the words "BEGIN SUMMARY" and "END SUMMARY" to set this paragraph apart from the rest of the text message. The SUMMARY paragraph is NOT numbered.

D. Text

All text must be in block style (the current Cable macro capitalizes automatically), single spaced, with double spacing between paragraphs. There is still a limit to the number of characters (55) per line (with the current macro, there should not be a problem in this area).

E. End of Message

The end of message symbol (YY) must appear at the end of each outgoing telegram. This is also generated as one of the automatic functions of the Cable macro, when properly utilized.

F. Classification

Each page begins and ends with the classification, which is automatically produced by the Cable macro. However, the macro only generates unclassified telegrams. Classified telegrams are not to be produced utilizing the Cable macro. For production of all outgoing classified telegrams, please contact the Office of Security. Classified telegrams must be prepared on a standalone PC with a removable hard drive.

16. Signature Copy of a Telegram

The signature copy of the telegram (.doc file copy) must be retained by the drafter. See Attachment C, Procedures for Drafters of Unclassified Outgoing Telegrams, for more information.

F. SYMBOLS AND ABBREVIATIONS

Do not use the following symbols:

+	plus sign (spell out "PLUS") – in text
¢	cent sign (spell out "CENTS")
__	underline
B	bold print
o	bullet/degree sign
\	backslash
[ ]	brackets
{ }	braces
|	broken vertical bar
^	caret
è	grave
~	tilde
&	ampersand

Additional non-permissible characters with special notations:

$	dollar sign (do not use below the subject line)
*	asterisk (do not use more than three in a row; causes the system to start deleting)
%	percent sign (causes problems in the system)
@	at sign (only use in e-mail addresses)

Parentheses:

When using parentheses, only the upper case 9 and 0 are acceptable, i.e., (and).

Abbreviations:

Only commonly used abbreviations should be used. All abbreviated terms should be spelled out in full the first time they are used, with the abbreviation in parentheses immediately thereafter.

G. REPEAT TELEGRAMS

Please supply a copy of the telegram you want repeated with Optional Form 187, Telegram Repeat. This form must be attached to the original telegram and must not be dated more than 10 days after the original telegram date. (See Attachment D for more information.)

H. TRANSMITTING CLASSIFIED TELEGRAMS

Before forwarding classified telegrams to the USAID Communications Center for transmission, you must ensure the following:

(1) All necessary items have been typed on the telegram and alignment has been checked.
(2) All necessary persons have initialed the original telegram.
(3) The telegram is not folded, crumpled, or torn.
(4) The telegram is complete, additional pages are attached, and end of message symbols appear at the end of the text.
(5) All referenced material has been removed.

The customer must take the original telegram to the Communications Center. The drafting office must retain a hardcopy.

I. TRANSMITTING CABLES ELECTRONICALLY

1. **Only Authorized Senders can transmit cables electronically.** Please contact the 7th Floor Communications Center, Sue Ansley, (202) 712-5989 for the Authorized Sender Form, if one is not on file.

2. Retain original copy with drafter/approver signatures in your office.

3. Please remember that when you transmit your cable and you receive certification, your cable is being processed and *cannot be stopped.*

*NOTE: All UNCLASSIFIED and SBU cables must be sent electronically to the Cable-Terminal. Only classified cables will be accepted in hardcopy form and then carried by hand to DoS (STATE) to be transmitted.

J. SPECIAL INSTRUCTIONS FOR AUTHORIZED SENDERS

In order to transmit outgoing cables to the Cable-Terminal address, you must have approval from your Office Director. An Authorized Sender form must be completed and forwarded to the USAID Communications Center, Room 7.06-030 RRB, to the attention of Theresa Rauch, M/IRM/TCO.

The authorized sender's responsibility is to ensure the following:

- The original copy of the outgoing cable MUST BE APPROVED BY THE DRAFTER AND APPROVING OFFICER.

- The authorized sender must retain all clearances associated with the outgoing cable, i.e., e-mails, etc., as proof that the cable has been authorized for transmission.

- The authorized sender must send all outgoing cables to the Cable-Terminal address **(Cable-Terminal@IRM.TCO.CC)** once the cable has ALL the approvals.

K. REJECTED TELEGRAMS

Improperly prepared telegrams will be rejected by the USAID Communications Center and Department of State Communications Center.

Notification to the drafting office: The possibility of having a rejected telegram returned to you past a reasonable time frame can depend on whether the telegram is received in the Communications Center during or after Agency business hours (business hours are 7:00 a.m. - 6:30 p.m.).

Procedure when a telegram is rejected during Agency business hours:

1. If the drafter is on the AIDNET, a communications analyst will notify the drafter that the telegram is being rejected and the reason for the rejection. Where no e-mail is available, the drafter will be called.

2. The communications analyst will speak directly to the person that typed the telegram or the drafter.

3. If neither is available, the Communications Center will leave a message to let the drafter know the telegram is being returned.

Procedure when a telegram is rejected after Agency business hours:

1. If a cable is received after hours, and the drafter is on the AIDNET, the communications analyst will notify the person that the telegram has been rejected and the reason for the rejection. If a rejected telegram is in hardcopy (classified), it could be delayed by two days if it is received after Agency business hours on Friday. The telegram will not leave the Communications Center until the first mail pickup on Monday.

2. If the telegram is rejected by the State Department after hours on Friday, the USAID Communications Center will not receive these telegrams until the first mail delivery Monday morning. The USAID Communications Center will then call or e-mail the drafting office to let them know their telegram was rejected.

L. GLOSSARY OF TERMS FOR TELEGRAMS

CLEARANCES
Types of clearances obtained for telegrams (typed after the office symbol and the name of the official(s) who cleared the cable):

1. (SUBS) – Cleared on substance but not on specific language. Use when the clearing official is not required to see the specific text, or when there is not enough time for the clearing officer to view the actual text.

2. (INFO) – No clearance obtained from the individual listed. This only notifies the individual or office listed that the telegram has been sent. Do not substitute for actual clearance if specific text or substance is required.

3. (PHONE) – Cleared by telephone. The clearing official has not seen the specific text, but the text may have been read to the individual over the telephone.

4. (DRAFT) – cleared in draft only; not the final version.

MESSAGE REFERENCE NUMBER (MRN)
Cite telegrams using the MRN, which is the reference number that is assigned by the system within the Communications Center. The MRN can be found following the classification that is located under the addressees that are assigned info. It is preceded by "State" or the city name (e.g., STATE 123456; BONN 9876).

MINIMIZE
A telegram control procedure imposed during emergency conditions (e.g., local civil disorders, communications circuit failures, natural disasters) to reduce the volume of traffic not related to the emergency and to avoid overloading the communications facilities and personnel capabilities of the department and the affected post(s).

The list of posts that are on Minimize is updated on a regular basis. To find out which posts are on minimize, you may dial Ext. 2-5981.

REFERENCE
The reference line is used to refer to a previous telegram line or to another message that relates to the same subject. Although there is no limit to the number of references or lines typed, only one reference line is recognized by the Communications Center's automatic retrieval system.

SUBJECT
The subject line, assigned by the originator, highlights the content of the message. It aids as a means by which a cable is researched at cable retrieval request time. Therefore, it should be clear and concise.

ATTACHMENT A

UPDATED 10/01

USAID COLLECTIVE TELEGRAM LISTS

The following is an updated addressee list for collective telegrams transmitted from USAID/W.

1. The USAID WORLDWIDE collective (**AWIDE**) list includes the following USAID principal posts:

ABIDJAN	COTONOU	MAPUTO	RABAT
ACCRA	DAKAR	MEXICO	ROME
ADDIS ABABA	DAR ES SALAAM	MONROVIA	SAN JOSE
ALMATY	DHAKA	MONTEVIDEO	SAN SALVADOR
AMMAN	DUBLIN	MOSCOW	SANTO DOMINGO
ANKARA	GABORONE	NAIROBI	SARAJEVO
ANTANANARIVO	GUATEMALA	NAPLES	SERBIA
ANTIGUA	HARARE	NEW DELHI	SINGAPORE
ASMARA	JAKARTA	NIAMEY	SKOPJE
ASUNCION	JERUSALEM	NICOSIA	SOFIA
BAMAKO	KAMPALA	PANAMA	TALLINN
BANGKOK	KATHMANDU	PARIS	TEGUCIGALPA
BEIRUT	KIEV	PHNOM PENH	TBILISI
BELIZE	KIGALI	PORT AU PRINCE	TIRANA
BISSAU	KINGSTON	PRAIA	TOKYO
BOGOTA	LAGOS	PRAGUE	TUNIS
BONN	LA PAZ	PRETORIA	ULAANBAATAR
BRASILIA	LILONGWE	PRISTINA	USEU BRUSSELS
BRATISLAVA	LIMA	QUITO	USUN NEW YORK
BUCHAREST	LLUBJLANA		VILINIUS
BUDAPEST	LUANDA		WARSAW
CAIRO	MANILA		WINDHOEK
COLOMBO	MANAGUA		YEREVAN
CONAKRY			ZAGREB

2. The USAID Africa collective (**AIDAF**) list consists of the following posts in the Africa region:

ABIDJAN	DAR ES SALAAM	MAPUTO
ACCRA	GABORONE	MONROVIA
ADDIS ABABA	HARARE	NAIROBI
ANTANANARIVO	KAMPALA	NIAMEY
BAMAKO	KIGALI	PRETORIA
BISSAU	LAGOS	WINDHOEK
CONAKRY	LILONGWE	
COTONOU	LUANDA	
DAKAR	LUSAKA	

3. The USAID Asia and Near East collective (**AIDAN**) list consists of the following posts in the Asia and Near East regions:

AMMAN	NEW DELHI
BANGKOK	PHNOM PENH
BEIRUT	RABAT
CAIRO	TEL AVIV
COLOMBO	TUNIS
DHAKA	ULAANBAATAR
JAKARTA	JERUSALEM
KATHMANDU	
MANILA	

4. The USAID Latin America and Caribbean collective (**AIDLA**) list consists of the following posts in the Latin America and Caribbean region:

ASUNCION	MEXICO
BELIZE	MONTEVIDEO
BOGOTA	PANAMA
BRASILIA	PORT AU PRINCE
BUENOS AIRES	QUITO
GEORGETOWN	SAN JOSE
GUATEMALA	SAN SALVADOR
KINGSTON	SANTIAGO
LA PAZ	SANTO DOMINGO
LIMA	TEGUCIGALPA
MANAGUA	

5. The USAID European collective (**AIDEU**) list consists of the following posts in the European region:

ANKARA	PRISTINA	TALLINN
BUCHAREST	RIGA	TIRANA
BRATISLAVA	SARAJEVO	WARSAW
BUDAPEST	SERBIA	VILINIUS
DUBLIN	SKOPJE	ZAGREB
LLUBLJANA	SOFIA	
NICOSIA		
PRAGUE		

6.   The USAID Controller collective (**AIDCO**) list consists of the following posts:

ASIA	LATIN AMERICA	EUROPE
COLOMBO	GUATEMALA	ALMATY
DHAKA	KINSTON	BUDAPEST
KATHMANDU	LA PAZ	KIEV
JAKARTA	LIMA	MOSCOW
MANILA	MANAGUA	PRISTINA
NEW DELHI	PANAMA	SARAJEVO
PHNOM PENH	PORT AU PRINCE	TBILISI
	QUITO	YEREVAN
	SAN JOSE	
	SAN SALVADOR	
	SANTO DOMINGO	
	TEGUCIGALPA	

AFRICA	NEAR EAST
ACCRA	AMMAN
ADDIS ABABA	CAIRO
ANTANANARIVO	TEL AVIV
BAMAKO	RABAT
CONAKRY	
COTONOU	
DAKAR	
DAR ES SALAAM	
GABORONE	
MAPUTO	
NAIROBI	
PRETORIA	
HARARE	
KAMPALA	
KIGALI	
LILONGWE	
LUSAKA	

NOTE: For Nairobi, please use ADM AID pass to NAIROBI FOR USAID MISSION AND REDSO/RFMC CONTROLLERS

7.   STATE Department Collective (**CIS C**) list consists of the following posts:

ALMATY	ASHGABAT	BAKU	BISHKEK
CHISINAU	KIEV	MINSK	*MOSCOW
ST PETERSBURG	TASHKENT	TBILISI	YEREVAN

*CAPTION – "MOSCOW PASS TO VLADIVOSTOK" (Use this caption for classified telegrams only)

ATTACHMENT B

E&E CITIES

CITY: ALMATY   COUNTRY: KAZAKSTAN

CITY:		COUNTRY:	
ALMATY			KAZAKSTAN
ASHGABAT			TURKMENISTAN
BAKU			AZERBAIJAN
BISHKEK			KYRGYZSTAN
BAGDADI			GEORGIA
CHISINAU			MOLDOVA
DUSHANBE			TAJIKISTAN
GYANDZHA			AZERBAIJAN
ISSYK-KUL			RUSSIA
KHARAGOULI			GEORGIA
KHOLZHENT			TAJIKISTAN
KHONI			GEORGIA
KIEV			UKRAINE
KUMAYRI			ARMENIA
LENINGRAD			RUSSIA
LISKI			RUSSIA
LUGANSK			UKRAINE
MARIUSOL			UKRAINE
MARTVILLI			GEORGIA
MINSK			BELARUS
MOSCOW			RUSSIA
NABEREZHNYE			RUSSIA
RIGA			LATVIA
RYBINSK			RUSSIA
ST. PETERBURG			RUSSIA
SAMARA			RUSSIA
SHARYPOVE			RUSSIA
TALLINN			ESTONIA
TASHKENT			UZBEKISTAN
TBILISI			GEORGIA
VILNIUS			LITHUANIA
VYATKA			RUSSIA
YEREVAN			ARMENIA

ATTACHMENT C

PROCEDURES FOR DRAFTERS OF UNCLASSIFIED OUTGOING CABLES

Drafters must use the Cable macro form, located on the USAID intranet under USAID Forms, to create all cables. All fields must be completed (if applicable).

Cables must be sent to the Cable-Terminal address by Authorized Senders only. Authorized Sender forms may be obtained from the USAID Communications Center.

Only fifty-five (55) character spaces are allotted for each line of text. If proper procedures are followed, the macro prevents over-extension of character spaces per line.

Drafters should use the Cable Help instructions from the USAID intranet under USAID Forms, "Cable Help File," to obtain filename instructions. The cable is printed under two filenames (.doc and .txt). The .doc file must be printed for signatures of the drafter, approver, and clearance(s). All clearance materials must be attached to the printed copy. The .txt file must be forwarded to the Cable-Terminal address.

Before forwarding to the Cable-Terminal, the e-mail subject line must be named as the 1st initial of the precedence of the message, followed by the destination, and the first initial and last name of the sender (e.g., I- NAIROBI, A.Hill).

If you have questions about the electronic transmission of cables, please phone 202-712-5981.

ATTACHMENT D

TELEGRAM REPEAT REQUEST (OF-187)

The repeat telegram request form must include the following information:

CLASSIFICATION

REQUESTING OFFICE SYMBOL

CABLE NUMBER TO BE REPEATED AND DATE

ADDRESS TO BE REPEATED

NAME OF INDIVIDUAL REQUESTING REPEAT TELEGRAM

DATE REQUESTED

PHONE EXTENSION

APPROVER'S NAME AND SIGNATURE

APPROPRIATE CLEARANCES AS NECESSARY

This form must be attached to the original telegram and must not be dated more than 10 days after the original telegram date. Call Ext. (202) 712-5981 to obtain a copy of this form.

ATTACHMENT E

MINIMIZE TELEGRAM INFORMATION

DoS POLICY:

Approval of the DoS's Office of the Secretary Staff (S/S-O) is no longer required on telegrams to Special Embassy Program (SEP) posts or posts on Minimize.

USAID POLICY:

Telegrams to posts on Minimize may be transmitted only after a USAID official authorized to approve Minimize telegrams determines that the message is urgent and essential. Approval of Minimize telegrams in USAID/W is restricted to individuals serving or acting in the following positions:

        The Administrator
        Deputy Administrator
        Assistant Administrator
        Deputy Assistant Administrator
        Assistant Administrator of Regional Bureau
        Deputy Assistant Administrator of Regional Bureau
        Director of Regional Bureau Management Offices

DEPARTMENT OF STATE SPECIAL EMBASSY PROGRAM:

All telegrams of more than six pages in length, addressed for Action or Information, to DoS Special Embassy Program (SEP) posts must be cleared with DoS FM/MP/COM (SEP). This includes not only telegrams using the SEP Collective, but also individually addressed telegrams to countries included in the Special Embassy Program collective and those being sent to Regional bureaus, and telegrams of any length to Special Embassy Program posts that contain Action for the AID/Mission and must be cleared by DoS FM/FM/COM (SEP).

SPECIAL PROCEDURE FOR BALTIC, BALKAN, AND NIS SEP POSTS:

All State action telegrams to the Baltics and Balkans (other than those being sent via the Special Embassy Program Collective) must be cleared with EUR/EE. Telegrams going to the NIS posts must be cleared with EUR/ISCA. The first paragraph should read as follows: THIS TASKER HAS BEEN CLEARED WITH EUR/EE or EUR/ISCA (whichever applies). If it does not, the posts are not required to respond.

ATTACHMENT F

COMMON MISTAKES CHECKLIST

Please go through the following checklist before sending a telegram to the USAID Communications Center:

1. Misspelled address POST names

2. Use of improper symbols

3. Using the wrong font

4. Improper use of the addressee line as caption line

5. No Action/Info Precedence

6. In all cases the CITY not COUNTRY is used on the addressee line

7. For posts on MINIMIZE – Regional Bureau clearance is required. For questions regarding posts on Minimize, please call ext. 2-5981.

UNCLASSIFIED   (**ATTACHMENT G - SAMPLE CABLE - SENSITIVE**)


```
AID/IRM/TCO:ZTEST:ZZ:SAMPLECABLE
4/3/2000         (202) 712-0000
AID/IRM/TCO:ZTEST                    @@@####
```


ROUTINE   PARIS

ADM AID   SENSITIVE

E.O. 12958: N/A

TAGS:

SUBJECT: SAMPLE CABLE

1. (U) THIS IS A TEST CABLE AND IS USED FOR
ILLUSTRATION PURPOSES ONLY.

2. (SBU) PLEASE ADHERE TO THE PROCEDURES OUTLINED IN
THE GUIDEBOOK. THE WORD SENSITIVE SHOULD FOLLOW ADM AID OR AIDAC.
  YY

UNCLASSIFIED   **(ATTACHMENT H - SAMPLE CABLE - SENSITIVE BUT NOFORN)**

```
AID/IRM/TCO:ZTEST:XX:TESTCBL2
4/3/2000        (202) 712-XXXX
AID/IRM/TCO:ZTEST                      @@@####
```

```
ROUTINE     ROME
```

```
ADM AID    SENSITIVE BUT NOFORN

E.O. 12958:  N/A

TAGS:

SUBJECT:  SAMPLE CABLE

1. (U)  THIS IS A SAMPLE CABLE AND IS USED FOR
ILLUSTRATION PURPOSES ONLY.


2. (SBU)  SENSITIVE BUT NOFORN TELEGRAMS ARE
RESTRICTED WITH A "NEED TO KNOW", AND INCLUDE APPROPRIATE FSN STAFF OVERSEAS.
YY
```

UNCLASSIFIED (**ATTACHMENT I – SAMPLE CABLE - ADDITIONAL ACTION ADDRESSES**)


```
AID/IRM/TCO:ZTEST:ZZ:TESTCBL3
4/3/2000        (202) 712-XXXX
AID/IRM/TCO:ZTEST                      @@@####
```


```
ROUTINE     LONDON, PARIS, TEL AVIV, BANGKOK,
LA PAZ, BOGOTA, QUITO, DAKAR, DHAKA, ROME, GENEVA,  +
```


```
ADM AID

E.O. 12958:  N/A

TAGS:

SUBJECT:  ADDITIONAL ACTION ADDRESSES

1.  THIS CABLE IS USED FOR ILLUSTRATION PURPOSES ONLY. PLEASE FOLLOW FORMAT
OF THIS CABLE WHEN LISTING ADDITIONAL ADDRESSES.
 YY
```

UNCLASSIFIED (**ATTACHMENT J – SAMPLE CABLE - ADDITIONAL INFO ADDRESSES**)

AID/M/IRM/TCO:ZTEST:ZZ:TESTDBL4
4/3/2000   (202) 712-XXXX
AID/M/IRM/TCO:ZTEST   @@@####

ROUTINE   LA PAZ

ROUTINE   KIEV, ALMATY, BUDAPEST, RIGA,
BELGRADE, MOSCOW, ROME, PARIS, LA PAZ, MONROVIA,   +

ADM AID

E.O. 12958: N/A

TAGS:

SUBJECT: ADDITIONAL INFO ADDRESSES

THIS CABLE IS USED FOR ILLUSTRATION PURPOSES ONLY. PLEASE FOLLOW THE FORMAT
OF THIS CABLE WHEN INCLUDING ADDITIONAL INFO ADDRESSES. YY

ABIDJAN
LOME
     Y

UNCLASSIFIED (**ATTACHMENT K – SAMPLE CABLE - ADDITIONAL CLEARANCES**)

```
AID/IRM/TCO:ZTEST:ZZ:TESTCBL5
4/3/2000        (202) 712-XXXX
AID/IRM/TCO:ZTEST                      @@@####

AID/IRM/TCO: ADOE (INFO)      AID/IRM/TCO: XXXX (INFO)
AID/IRM/TCO: ZZZZ  (INFO)     AID/IRM/TCO: AAAA (INFO)
AID/IRM/TCO: BBBB (INFO)      AID/IRM/TCO: CCCC (INFO)
AID/IRM/TCO: DDDD (INFO)      AID/IRM/TCO: EEEE (INFO) +



ROUTINE     ROME



ADM AID

E.O. 12958:  N/A

TAGS:

SUBJECT:  ADDITIONAL CLEARANCES

THIS CABLE IS USED FOR ILLUSTRATION PURPOSES ONLY.  PLEASE FOLLOW THE FORMAT
OF THIS CABLE WHEN INCLUDING ADDITIONAL CLEARANCES. YY
```

UNCLASSIFIED (**ATTACHMENT L – SAMPLE CABLE - MINIMIZE**)

```
AID/IRM/TCO:ZTEST:ZZ:SAMPLECABLE
4/3/2000         (202) 712-XXXX
AID/IRM/TCO:ZTEST                      @@@####
```

```
ROUTINE      TEL AVIV
```

```
ADM AID

E.O. 12958:  N/A

TAGS:

SUBJECT:  MINIMIZE

MINIMIZE IS A TELEGRAM CONTROL PROCEDURE IMPOSED
DURING EMERGENCY CONDITIONS SUCH AS LOCAL DISORDERS,
COMMUNICATION CIRCUIT FAILURES, NATURAL DISASTERS, OR IN
OTHER SITUATIONS WHEN THE POST'S NORMAL FLOW OF
TRAFFIC CANNOT BE HANDLED.  DURING THE EMERGENCIES
ONLY MOST ESSENTIAL TRAFFIC IS TO BE SENT SO THAT IT
WILL BE HANDLED AS EXPEDITIOUSLY AS POSSIBLE.
MINIMIZE CONTROL IS DETERMINED AND IMPOSED BY THE
DEPARTMENT OF STATE, BASED UPON PREVAILING CONDITIONS
AT POST.

MINIMIZE TELEGRAMS MUST BE CLEARED BY THE REGIONAL
BUREAU.  THE LAST PARAGRAPH SHOULD INCLUDE THE
STATEMENT "MINIMIZE CONSIDERED FOR", AND INDICATE THE
CITY.

MIMINIZE CONSIDERED FOR TEL AVIV.


   YY
```

<center>UNCLASSIFIED</center>

UNCLASSIFIED (**ATTACHMENT M – SAMPLE CABLE – EYES ONLY**)

AID/IRM/TCO:ZTEST:ZZ:SAMPLECABLE
4/3/2000   (202) 712-XXXX
AID/IRM/TCO:ZTEST   @@@####

ROUTINE   PARIS

ADM AID

E.O. 12958: N/A

TAGS:

SUBJECT: EYES ONLY

THIS CABLE IS FOR ILLUSTRATION PURPOSES ONLY. THE
TERM EYES ONLY SHOULD APPEAR AS THE FIRST WORDS OF
CAPTION. EXCLUDE ADM AID AND AIDAC. FOR EXAMPLE ONLY,
PLEASE BEGIN IN THE FOLLOWING FORMAT "EYES ONLY FOR
THE "USAID MISSION DIRECTOR FROM THE USAID
ADMINISTRATOR." QUOTES ARE USED FOR THIS
ILLUSTRATION, DO NOT USE THEM WHEN PREPARING YOUR
CABLE. PLEASE REFER TO REFERENCE MATERIAL IN THE GUIDEBOOK. YY

                    UNCLASSIFIED

549maa_041702_cd27