

5 FAH-2 H-750 ESTABLISHING OR UPGRADING NETWORKS

*(CT:TEL-12; 03-08-2005)
(Office of Origin: IRM/APR/RG)*

5 FAH-2 H-751 PLANNING PHASE

*(CT:TEL-12; 03-08-2005)
(State only)*

- a. The planning and initiation phase of network projects begins with a compelling need at post. Post management, including the *Chief of Mission (COM)*, administrative officer, security officer, and Information Management Officer (IMO), identify a radio network installation or upgrade as the solution to fulfill a post need.
- b. The IMO should submit radio needs and a general proposal to the Regional Information Management Center (RIMC) info *IRM/OPS/ITL/LWS/RPB* for a cost estimate and technical assistance. *IRM/OPS/ITL/LWS/RPB* must be included on any request for *establishing* or *upgrading* a radio. Include purpose, number of FTE mission employees, list of approved frequencies, types of radio equipment needed, and proposed location for the equipment.

5 FAH-2 H-752 POST PROCUREMENT

*(TL:TEL-8; 08-05-2003)
(State only)*

If a determination has been made in accordance with 5 FAH-2 H-751 that there is a valid requirement for an upgrade or for establishing a new network, post should consult with their regional bureau and RIMC for guidance as to the optimum manner to proceed. The scope of the project may require input into the Information Resource section of the Mission Performance Plan (MPP). On the other hand, a determination may be made that current available funding may be adequate to procure the required assets. In either case, RIMC should advise post on matters regarding the radio network installation or upgrade proposal and provide cost estimates for

equipment. Post should coordinate with the regional bureau on the appropriate manner to arrange funding. Regardless of the funding method, the actual equipment procurement request should include estimates for the total cost of the equipment and installation, life-cycle maintenance support, and lease costs, if applicable. Additional information may be required if this procurement action is undertaken because of one or more of the following factors:

- (1) A mandatory frequency change required by the host government;
- (2) A change in post's security environment;
- (3) Age, reliability of equipment, availability of spare parts;
- (4) Compelling requirements of post's mission linked to the Department's political priorities; and
- (5) Measurable improvement in efficiency of a new system over an existing system, i.e., increased return on investment through monetary savings or improved effectiveness.

5 FAH-2 H-753 PROJECT DEVELOPMENT PHASE

(CT:TEL-12; 03-08-2005)
(State only)

IRM/OPS/ITL/LWS/RPB will review the requirements statement and the technical requirements survey results, and either provide technical approval or return the proposal to post with recommended technical changes, for further development. After WLS has completed all technical action on the proposal, RIMC will prepare hardware specifications, topographical and frequency profiles, installation plans, and operational plans.

5 FAH-2 H-754 EQUIPMENT INSTALLATION

(CT:TEL-12; 03-08-2005)
(Uniform all agencies)

- a. The IMO must coordinate radio installations or upgrades that alter the structure of Department facilities with IRM/M/CST/LD (Office of Customer Services, Liaison Division, Account Representative Branch), DS, DTS-PO, RIMC, *IRM/OPS/ITL/LWS/RPB*, and post management. These installations must conform to applicable standards and procedures in effect at the time

as established by OBO and the Overseas Security Policy Group. *All DTS representatives at post must approve antenna* installations or relocations. The antennas must be installed in accordance with OBO guidelines.

- b. Where a non-State agency is located in a Department facility, cleared agency technicians may perform installations after the coordination and approval process has been accomplished. The IMO must oversee the installation.

5 FAH-2 H-755 LOCAL GUARD FORCE NETWORKS

(TL:TEL-8; 08-05-2003)
(State only)

The Regional Security Officer (RSO) should include Local Guard Force (LGF) radio requirements in the LGF contract. The LGF contract should include initial funding for equipment, maintenance costs, and replacement parts. If the contractor is unable to provide radio communication as part of the contract or the LGF is not a contracted function, the RSO should coordinate with the IMO and RIMC to obtain purchasing information on compatible VHF or UHF radio systems for LGF programs. To provide communications between the LGF supervisor and the security section of the post, LGF frequencies should be programmed on the RSO and ARSO radios. MSG Post 1 could also monitor one of the LGF radios for LGF-initiated calls. The RSO should coordinate funding requirements for LGF radios with DS. RIMC can provide limited assistance with maintenance repairs but will not supply replacements for inoperable LGF units.

5 FAH-2 H-756 OTHER AGENCIES

(TL:TEL-8; 08-05-2003)
(Uniform all agencies)

- a. If an agency at post wishes to establish a radio network or significantly alter an existing radio network, the agency head at post should first receive permission from the COM and advise the IMO of the agency's plans. The agency should then consult with the IMO and IRM/M/CST/LD/EA (Office of Customer Services, Liaison Division, External Affairs Branch) to determine if the new network or changes raise reciprocity or politically sensitive issues.

- b. If IRM/M/CST/LD/EA concurs with the proposal, the requesting agency, in concurrence with the IMO, should obtain consent from the host government for permission to use the proposed frequency. The agency must then coordinate a survey to determine the impact of the proposal on the existing post and/or host government radio systems. The IMO, RSO, RIMC, and post management should provide expert guidance to the agency survey team and participate in the survey. The survey team should draft a written report for the COM on the results and analysis including:
- (1) The uses of the new or changed system;
 - (2) The impact, if any, on existing post and host government systems;
 - (3) Security procedures applicable to installation and use of proposed system; and
 - (4) System operating procedures.

5 FAH-2 H-757 THROUGH H-759 UNASSIGNED