5 FAH-2 H-400
TELEGRAM HANDLING

5 FAH-2 H-410
TELEGRAM HANDLING

(CT:TEL-14; 07-28-2005)
(Office of Origin: IRM/BPC/RG)

5 FAH-2 H-411 SCOPE

(CT:TEL-14; 07-28-2005)
(Uniform State/USAID)

For the purposes of this handbook, telegram handling addresses: how telegrams are sorted, filed, and stored, based on precedence designators and handling instructions.

5 FAH-2 H-412 RESPONSIBILITIES

5 FAH-2 H-412.1 Post Records Officer

(CT:TEL-14; 07-28-2005)
(Uniform State/USAID)

a. The Post Records Officer provides technical assistance to post personnel in maintaining records and coordinating annual records disposal and retirement.

b. The Post Records Officer is the officer in charge of the Information Programs Center (IPC), usually the Information Programs Officer (IPO) or, depending upon post's staffing pattern, the Information Management Officer (IMO).

5 FAH-2 H-412.2 Top Secret Control Officer (TSCO)

(CT:TEL-14; 07-28-2005)
(Uniform State/USAID)

a. The Top Secret Control Officer (TSCO) is a senior officer (e.g., Deputy Chief of Mission (DCM) or senior grade officer of the bureau, who can

make operational decisions concerning the use and distribution of Top Secret material. The principle officer of each post or executive director of each bureau (or equivalent) must designate in writing, the person taking on TSCO responsibilities (see 12 FAM 535.1-2)).

b. The TSCO is responsible for safeguarding Top Secret material, including origination, marking, accounting for, storage, duplication, transmission, and destruction.

c. At most field posts, the TSCO is the Deputy Chief of Mission and alternate is the IMO or the IPO. (See 5 FAM 120.1 for more information on TSCO.)

5 FAH-2 H-412.3 Information Systems Security Officer (ISSO)

(CT:TEL-14;   07-28-2005)
(State)

The ISSO implements the Department's Automated Information Systems (AIS) security program on all classified and unclassified AISs. He or she advises the Information Systems Officer (ISO) on AIS security issues and works closely with the Systems Manager or Systems Administrator to implement Department of State AIS security policies and procedures. Responsibilities are usually assigned to an IM or DS person at post. (See 12 FAM 613.10 and 622.1-1 for more information on ISSO responsibilities.)

5 FAH-2 H-412.4 Communications Security (COMSEC) Officer

(CT:TEL-14;   07-28-2005)
(State)

The COMSEC Officer is responsible for and, with the COMSEC Custodian, maintains the integrity of all COMSEC assets at post. The IMO is the post's COMSEC Officer (see 5 FAM 121.1). At posts without an IMO, the IPO is responsible for ensuring all COMSEC duties are correctly discharged (see 5 FAM 121.2).

5 FAH-2 H-412.5 Communications Security (COMSEC) Custodian

(CT:TEL-14;   07-28-2005)
(State)

The COMSEC Custodian is responsible for all COMSEC assets inventory and control. This responsibility is usually rotated among all IM personnel at post (see 5 FAM 121).

5 FAH-2 H-412.6 Diplomatic Telecommunications Service – Program Office (DTS-PO) Representative

(CT:TEL-14;   07-28-2005)
(Uniform State/USAID)

The post's DTS-PO representative is the contact person for all topics relating to DTS-PO responsibilities, especially transmission equipment, circuits, and combined transmission facilities. The IMO or IPO is the DTS-PO representative.

5 FAH-2 H-412.7 Information Management (IM) Duty Officer

(CT:TEL-14;   07-28-2005)
(Uniform State/USAID)

a. All IMS personnel must serve as the IM Duty Officer in turn unless exempted at the discretion of the post.

b. The IM Duty Officer is responsible for processing high precedence telegraphic traffic after normal business hours, on weekends, or on holidays, as necessary.

c. The IM Duty Officer is also responsible for responding to emergency IT equipment problems outside of normal business hours, as necessary. Other staff may be called in for assistance as required.

5 FAH-2 H-412.8 Information Programs Center (IPC) Personnel

(TL:TEL-14;   07-28-2005)
(Uniform State/USAID)

IPC personnel process incoming and outgoing telegrams using a telegraphic processor; reproduce and disseminate telegrams according to classification, handling instructions and precedence; and maintain central files of post's special captioned telegrams and top secret documents.

5 FAH-2 H-412.9 Local Change Control Board (CCB)

(CT:TEL-14;   07-28-2005)
(Uniform State/USAID)

a. Membership of the local CCB will vary from site to site but must include the IMO, IPO, ISO, ISSO, and customer representation that is necessary to best accommodate the overall IT objectives at the post.

b. The local CCB is involved in the process to acquire IT software and hardware products for the LAN, OpenNet, ClassNet, and other shared IT equipment. The local CCB determines whether the IT asset will migrate outside the local domain or LAN.

c. If the IT asset is contained within the local SBU domain or LAN, the Local CCB should test the application as much as possible to ensure it does not conflict with any corporate or locally-developed software that is already running on the local LAN and may approve its use.

d. If the asset is connected to OpenNet (i.e., software transits the site core router and interfaces with the Department, another post, or the Internet), then after local testing, it must be presented to the Department's IT CCB for evaluation to make sure it does not adversely impact the corporate infrastructure.

e. If the IT asset is destined for the ClassNet environment (either locally or across the WAN) the local CCB may test and process the request, but must submit it to the Department's IT CCB for review and approval.

f. The IMO chairs the local CCB. The IPO and ISO sit on the board (see 5 FAM 121).

5 FAH-2 H-412.10 Post's Counter Intelligence Working Group (CIWG)

(CT:TEL-14;   07-28-2005)
(Uniform State/USAID)

a. Post's Counterintelligence Working Group (CIWG) reviews post's counterintelligence issues on a periodic basis. The CIWG is chaired by the Deputy Chief of Mission.

b. The IMO is a member of the CIWG and provides IM input where necessary (see 5 FAM 121). (See 12 FAM 261.3 for more information on the CIWG responsibilities.)

5 FAH-2 H-413 THROUGH H-419 UNASSIGNED