

## **5 FAH-1 H-220 PRECEDENCE DESIGNATORS AND ADDRESSEES**

*(CT:CH-20; 08-01-2007)  
(Office of Origin: IRM/APR/RG)*

### **5 FAH-1 H-221 GENERAL**

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

- a. The Department uses five standard precedence designators in accordance with National Communications System standards. They are listed below in order of priority:
  - (1) FLASH;
  - (2) NIACT IMMEDIATE;
  - (3) IMMEDIATE;
  - (4) PRIORITY; and
  - (5) ROUTINE.
- b. Precedence indicators provide the processing order of telegrams by the communications center. You assign each addressee a precedence based on the relative urgency of the subject matter of the telegram to the addressee. You cannot assign information addressee(s) a higher precedence than the action addressee(s). You cannot upgrade the precedence of a telegram containing routine subject matter simply to expedite the material to meet a deadline.
- c. The duty information management specialists (IMS), or the person handling communications at posts without IM personnel, is required to re-open the communications channels to send or receive FLASH or NIACT IMMEDIATE telegrams. The post's duty officer is also required to come in to take the necessary action on these telegrams. Therefore, you must carefully evaluate the urgency of a message when assigning precedence designators. If you assign FLASH and/or NIACT IMMEDIATE precedence to an outgoing telegram, you must justify its use in the first paragraph of the text of the message.

- d. Do not assign FLASH or NIACT IMMEDIATE precedence to information addressees.

## **5 FAH-1 H-222 TYPES OF PRECEDENCE DESIGNATORS**

### **5 FAH-1 H-222.1 FLASH**

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

- a. Use the FLASH precedence designator for an extremely urgent telegram containing vital information on foreign relations and emergencies. FLASH messages require instant action by the addressee regardless of the time of day or night. FLASH messages must contain only brief highlights. You must send details in a follow up message at a lower precedence. Recipient post(s) communications center(s) must acknowledge receipt of a FLASH message to the originator, giving the date and time of receipt.
- b. This is an example of how to use the FLASH precedence:

From the Department:  
FM SECSTATE WASHDC  
TO PARIS FLASH  
ROME FLASH  
BERLIN FLASH

From a Post:  
FM AMEMBASSY PARIS  
TO SECSTATE WASHDC FLASH  
AMEMBASSY ROME FLASH  
AMEMBASSY BERLIN FLASH

### **5 FAH-1 H-222.2 When and How to Use NIACT Immediate Precedence**

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

- a. If you are sending an urgent telegram that requires the addressee(s) to take immediate action regardless of day or time, use the NIACT IMMEDIATE precedence (see 5 FAH-1 H-221 c and d). You must include a paragraph labeled "NIGHT ACTION REQUIRED." The recipient post's communications center must acknowledge receipt of the NIACT IMMEDIATE telegram to the originator, giving date and time of receipt.

- b. On a short telegram you should put NIACT IMMEDIATE as the first paragraph; on a longer telegram, this paragraph must also specify the following:
- (1) What NIGHT ACTION is required;
  - (2) Why action cannot wait until the opening of business the next working day; and
  - (3) Who in the Department or at addressee post is expected to take action.
- c. Whenever possible, *you* should draft this paragraph in an unclassified manner so that the senior watch officer in the Department or the duty officer at post may discuss the action required over an open line after receiving the telegram from the communications center.
- d. This is an example of how to use the NIACT IMMEDIATE precedence:

From the Department:  
FM SECSTATE WASHDC  
TO PARIS NIACT IMMEDIATE  
ROME NIACT IMMEDIATE  
BERLIN NIACT IMMEDIATE

From a Post:  
FM AMEMBASSY PARIS  
TO SECSTATE WASHDC NIACT IMMEDIATE  
AMEMBASSY ROME NIACT IMMEDIATE  
AMEMBASSY BERLIN NIACT IMMEDIATE

## **5 FAH-1 H-222.3 When and How to Use Immediate Precedences**

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

- a. For telegrams containing important matters that require immediate attention or action, use the IMMEDIATE precedence designator. The subject matter of this type of message does not warrant recalls after normal working hours but must be among the first items processed on the next business day.
- b. This is an example of how to use the IMMEDIATE precedence:

From the Department:  
FM SECSTATE WASHDC  
TO AMEMBASSY TOKYO IMMEDIATE  
AMEMBASSY SINGAPORE IMMEDIATE

From Post:  
FM AMEMBASSY CAIRO  
TO SECSTATE WASHDC IMMEDIATE  
AMCONSUL DUBAI IMMEDIATE

## **5 FAH-1 H-222.4 When and How to Use Priority Precedences**

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

- a. If you have a telegram whose subject matter requires quick action and faster delivery than routine, use the PRIORITY designator. It is the highest precedence designator for most telegrams requiring expedited delivery. They are processed or received during normal working hours.
- b. The format is the same as in 5 FAH-1 H-222.3 b., except you substitute the word "PRIORITY" in place of "IMMEDIATE."

## **5 FAH-1 H-222.5 When and How to Use Routine Precedences**

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

If the subject matter of your telegram does not require expedited delivery, use the ROUTINE precedence. Most telegrams fall in this category for normal delivery without delay. In the Department, use the "ROUTINE" designator only once in the precedence field. At posts abroad do not use a precedence designator for routine telegrams.

From the Department:  
FM SECSTATE WASHDC  
TO AMEMBASSY PARIS ROUTINE  
AMEMBASSY ROME  
AMEMBASSY LONDON

From Post:  
FM AMEMBASSY PARIS  
TO SECSTATE WASHDC

## **5 FAH-1 H-223 HOW TO ADDRESS TELEGRAMS**

### **5 FAH-1 H-223.1 How to Send a Telegram to a**

## Single Address

*(CT:CH-12; 09-23-2005)*

- a. An addressee, even on single address telegrams, may be an action or an info addressee. Include the precedence designator for each addressee as explained in 5 FAH-2 H-221 b.
- b. Prepare telegrams using one of the following address types (see 5 FAH-1 H-223 Exhibit-H-223.1 for a sample single-address telegram):
  - (1) If you are sending a telegram to a Post from the Department, enter the name of the post in the "Action Addressee" field.
  - (2) If you are sending a telegram from a Post to the Department or to another Post, enter respectively "SECSTATE WASHDC"; or the telegraphic form of the other post (e.g. AMEMBASSY BERLIN, AMCONSUL CHIANG MAI) in the addressee field.

## 5 FAH-1 H-223.2 How to Send a Telegram to Multiple Addressees

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

- a. You may send a telegram to two or more addressees. These addressees may consist of action addressees, info addressees, or a combination of the two (see 5 FAH-1 H-223 Exhibit H-223.2).
- b. If you are sending a multiple-address telegram from the Department or a post abroad, enter the names of the addressees in the "Action Addressee" or the "Information Addressee" field, as appropriate.
- c. You must use the telegraphic form for all action and information addressees.

## 5 FAH-1 H-223.3 How to Send a Telegram to Military Addressees

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

- a. If you are sending a telegram from the Department, you may enter only authorized military addressees from the list (ACP-117) in the Communications Center, IRM/OPS/MO/MSMC, in the action or info fields of the telegram. If you want to include military addressees that are not on this list, you must list them on a separate page (white bond) and

request IRM/OPS/MSO/MSMC treat them as “additional addressees.”

- b. If you are sending a telegram from a post, you must enter the military addressees in the same format in which they are stored in the CableXpress or TERP V databases (IPC can provide you a list). Any deviation from this format, or entering addressees not on this list, will divert the telegram for manual processing by IPC operators.
- c. When sending a telegram to a military addressee(s), you may include the attention indicators, internal office distribution symbols, and identification indicators as part of the military address. Two forward slants symbols (//) must enclose the office symbol(s). Separate Office symbols with a single forward slant (/). This permits both Defense Communication System (DCS) and Diplomatic Telecommunication Service (DTS) military formats to pass through automated communications switching centers. Abroad, contact post's IPC, or domestically, contact the Department of State's communications center, for further guidance.
  - Example: USCINCEUR VAIHINGEN GE//P403/P401//PRIORITY
- d. Military addressees must have the complete geographic location included: city and country.
- e. If you are drafting a telegram from the Department of State to a military addressee, precede the plain language address by either the routing indicator (RI), if known, or eight spaces, and a forward slant (/).
  - Examples: RUEKJCS/JCS WASHDC/PRIORITY

(8 spaces)/CINCLANTFLT NOFROLK VA

## **5 FAH-1 H-223.4 How to Send a Telegram to Collective Addresses (Collectives)**

*(CT:CH-12; 09-23-2005)*

- a. A collective address is a single address that represents a specific group of addressees. This eliminates entering a long list of addressees when sending a telegram to several posts. The collective address you use must be on the approved list of Department collectives. Some collective addresses are for telegrams originating from the Department of State only; you can use others on post-originated telegrams. Contact IRM/OPS/MSO/MSMC/CIB, Help Desk, or browse the Messaging Systems Office on OpenNet and click DOSPUB for a current list of collectives.

**NOTE:** Do not include as a separate addressee a post that is included in a

collective address of your telegram.

b. To create a new collective you must send to the authorizing bureau the following;

- (1) A written justification,
- (2) A recommended list of addressees (the minimum number of addressees to establish a collective is 12),
- (3) A suggested name or title, and
- (4) A five-letter acronym designation.

You must explain why a collective on the current list is unsuitable and state specifically the purpose of the proposed collective. After the bureau authorizes the request, it will forward the information to the Chief of the Communications Center (IRM/OPS/MSO) to add to the authorized list. If a proposed collective includes a special consular post (SCP), you must obtain approval from its parent geographic bureau prior to adding it to the collective.

c. You may set up templates on CableXpress to create addressee patterns used on a continuing basis. This would obviate the need to establish a collective.

d. Upon approval of the request by IRM/OPS/MSO, you must send a telegram to all the posts that constitute the collective. The telegram should be cleared by IRM/OPS/MSO and include:

- (1) The purpose of the collective address; and
- (2) The average telegraphic traffic volume this collective will generate.
  - Each post in the collective has 10 working days to notify you if it does not wish to be included in the collective address.

e. If you want to amend a collective address (add/delete a post), you must get the respective bureau's approval. If the bureau approves, it will request IRM/OPS/MSO, by memorandum, to amend the collective address.

f. You should list collective addressees before all other addressees in both the action and the information fields.

- Example: IMMEDIATE ALNEA, PARIS

g. You may modify a collective address for an outgoing Departmental

telegram. Just exempt the necessary posts from the assigned collective. To do that, use XMT and list the post(s) that should not receive the telegram.

- Example: IMMEDIATE ALDAC, XMT PARIS, LONDON, ROME

## 5 FAH-1 H-223.5 How to Send a Telegram by Pouch Mail

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

a. You may send a telegram by pouch from the Department. List each pouch addressee, preceded by ZEN, on either the action or the information line. If you need more space, list the additional action or information addressees on a separate sheet of paper.

**NOTE:** IRM/OPS/MSO/MSMC will pouch telegrams only to posts on minimize. Drafters who want to pouch telegrams to collective addressees or other posts abroad must do so themselves through their mailroom.

b. You must make special arrangement to send telegrams by pouch from a post to the Department or to another posts abroad. Then, on the telegram itself, insert the word "POUCH" immediately after each addressee receiving the telegram via pouch.

- Example: ZEN/CAIRO POUCH ZEN/TEL AVIV POUCH

## 5 FAH-1 H-223.6 How to Send a Telegram to Special Addressees

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

a. If you are sending a telegram to American Institute in Taiwan (AIT Taipei):

- (1) Enter "AIT TAIPEI" in the action field if it is the only action or info addressee.
- (2) Include the caption "FROM AIT/WASHDC" only on telegrams drafted by AIT/Washington. They will show SECSTATE WASHDC as the sender.
- (3) Follow 5 FAH-1 H-215.2-2 for proper clearance procedures.

b. To send a telegram to AIT KAOHSIUNG, send it to AIT TAIPEI with the



attention indicator "FOR AIT KAOHSIUNG" in the caption field.

- c. If AIT TAIPEI is one of two or more action or info addressees, enter it as:  
AIT TAIPEI FROM SECSTATE.

## **5 FAH-1 H-224 THROUGH H-229 UNASSIGNED**

**5 FAH-1 H-223EXHIBIT H-223.1  
DEPARTMENT OUTGOING TELEGRAM  
SINGLE-ADDRESS TELEGRAM**

*(CT:CH-20; 01-08-2007)  
(Office of Origin: IRM/APR/RG)*

DRAFT: JMD

CLR1: EFS

CLR2: KTC

CLR3: MDG

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IRM/BPC/PRG:JMDOE:JDF

02/20/04 (202) 647-0000

IRM/APR:HSBLOOM

IRM/APR/IAP:EFSONG  
IRM/OPS/CST:MDGOOD

IRM/OPS/MSO:KTCATCH

ROUTINE LUSAKA

IM CHANNEL

E.O. 12958: N/A

TAGS: AINF

SUBJECT: OUTGOING SINGLE-ADDRESS TELEGRAMS

REF: A. LUSAKA 04041 B. STATE 124678

1. This exhibit shows a single-address unclassified telegram with a routine precedence indicator. Follow the instructions in 5 FAH-1 H-223.1 for preparing the single-address telegram. Enter the relevant information in the various fields in accordance with 5 FAH-1 H-235, formatting telegrams.

2. Type text in block style, two lines below the subject or reference line. Number paragraphs consecutively. Be sure to add the end of text symbol (YY) to indicate that no more text follows. Obtain proper clearance and approval before forwarding to the communications center for processing.

3. Direct questions to IRM/OPS/MSO/MSMC/CIB at 202 647-8845.  
YY

UNCLASSIFIED

# **5 FAH-1 H-223EXHIBIT H-223.2 DEPARTMENT OUTGOING TELEGRAM MULTIPLE-ADDRESS TELEGRAM**

*(CT:CH-20; 01-08-2007)  
(Office of Origin: IRM/APR/RG)*

INITIALS

APPR: HSB

DRAFT: JMD

ZFF-4 CLR1: EFS

CLR2: KTC

UNCLASSIFIED CLR3: MDG

IRM/BPC/PRG:JMDOE

02/20/04 (202) 647-0000

IRM/APR:HSBLOOM

IRM/APR/RG:EFSONG  
IRM/OPS/CST:MDGOOD

IRM/OPS/MSO/MSD:KTCATCH

PRIORITY LONDON, TUNIS PRIORITY, BONN PRIORITY

WELLINGTON PRIORITY, BRUSSELS PRIORITY

(Blank line between TO and Info addressees)

PRIORITY LUSAKA

E.O. 12958: N/A

TAGS: AINF

SUBJECT: PREPARING MULTIPLE-ADDRESS TELEGRAMS

REF: TUNIS 2001

1. This exhibit shows the proper format for preparing a multiple-address telegram to two or more posts.

2. Enter the appropriate precedence designators for the first action and the first information addressees in the action and info precedence fields. Precedence designators higher than "routine" must be repeated after each additional post. Enter the ZFF-4 opsig one blank line above the classification.

3. Follow instructions in 5 FAH-1 H-223.2 for the multiple-address telegram and 5 FAH-1 H-230 for telegram general preparation instructions.

4. Be sure to obtain proper clearance and approval before forwarding to the communications center for processing. Direct questions to IRM/OPS/MSO/MSMC at 202 647-8845. YY

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