Mandatory Reference: 549
Supplementary Reference: N/A
File Name: ads17/54952m1

*549.6 USAID AGENCY FOR INTERNATIONAL DEVELOPMENT
(USAID)*

*USAID TELECOMMUNICATIONS CENTER
ACCEPTANCE*

PREPARATION AND PROCESSING

OF

OUTGOING TELEGRAMS

MARCH 1998

*FOR QUESTIONS PLEASE DIAL **(202) 712-5981***
M/IRM/TCO
ROOM 7.06-030 RONALD REAGAN BLDG.(RRB)
7:00 A.M. - 8:45 p.m.* MONDAY THRU FRIDAY*

**New or Revised Material*

USAID TELECOMMUNICATIONS CENTER
ACCEPTANCE

THIS GUIDEBOOK IS DESIGNED TO TRAIN EMPLOYEES IN OUTGOING TELEGRAM PREPARATION. THE PURPOSE IS TO ENABLE EMPLOYEES TO PREPARE TELEGRAMS EFFICIENTLY, AND IN THE FORMAT REQUIRED BY THE USAID TELECOMMUNICATIONS CENTER. THE CENTER'S GOAL IS TO WORK WITH THE PERSONS WHO PREPARE THE TELEGRAMS TO MINIMIZE THE POSSIBILITY OF A REJECTED TELEGRAM.

USAID TELECOMMUNICATION CENTER

ACCEPTANCE

TABLE CONTENTS

USAID TELECOMMUNICATIONS CENTER
ACCEPTANCE

ATTACHMENT A - OCR PREPARATION - END OF MESSAGE CHARACTER

ATTACHMENT A-1 - ADDITIONAL ADDRESSEE

ATTACHMENT A-2 - ALPHABETICAL LISTING OF FOREIGN POSTS

ATTACHMENT A-2A - NIS CITIES

ATTACHMENT A-3 - AID/W COLLECTIVE TELEGRAM LISTS

ATTACHMENT B - PREPARATION OF CONFIDENTIAL TELEGRAM

ATTACHMENT C - PREPARING COLLECTIVE MESSAGES

ATTACHMENT D - PLACEMENT OF CAPTIONS AND ATTENTION INDICATORS

ATTACHMENT E - PREPARATION OF MULTIPLE-ADDRESS TELEGRAMS

ATTACHMENT F - AID/W'S TELEGRAM CONTINUATION SHEET

ATTACHMENT G - CORRECTION OF TYPOGRAPHICAL ERRORS

ATTACHMENT H - TELEGRAM REPEAT REQUEST OF-187

ATTACHMENT I - MINIMIZE TELEGRAM

ATTACHMENT J - PROCEDURE FOR USE OF NIACT IMMEDIATE TELEGRAM

ATTACHMENT K - AID/W NOTICE CHANGES IN TELEGRAM PROCEDURES

ATTACHMENT L - PROCEDURES AND INSTRUCTION FOR ELECTRONIC

TRANSMISSION OF OUTGOING TELEGRAMS

REVISED 03/98

<u>U.S.A.I.D. TELECOMMUNICATION CENTER</u>
<u>ACCEPTANCE UNIT</u>

INSTRUCTIONS FOR
PREPARATION AND PROCESSING
OUTGOING TELEGRAMS

<u>A. Optical Character Recognition (OCR)</u>

1. **What is Optical Character Recognition (OCR)?**

   Optical Character Recognition is a direct, one-step method of converting typewritten information into code for computer processing. It is a technique for capturing data at the source. Its primary function is to eliminate the retranscription of data for machine processing. The efficiency of an OCR system depends on the quality of typed information.

2. **What is an OCR Telegram?**

   An OCR telegram is prepared in a special format with OCR character font to allow for OCR reading capability.

3. **Why a Special OCR Format?**

The optical reader (scanner) has been programmed to read fields of characters which are placed in certain areas on the macro. The OCR scanner reads ONLY 100% correct telegrams. If there are any mistakes on the telegram, the scanner will reject it. Some information is preprogrammed; for instance, the spelling of overseas posts. If the names of the posts are not spelled as listed in Attachment A-2, the scanner will reject the telegram. Information must be placed in certain "fields" based on the rules described in Section D.

B. TELEGRAM REQUIREMENTS

The telegram must be processed using the following:
> Courier 10 Font

C. ALIGNMENT AND PLACEMENT

Telegrams must be perfectly aligned. When using the WordPerfect cable macro to prepare a telegram, use the OCR Form 185/185A as a template to check alignment before sending telegram to the Telecommunications Center. **(Does not apply to electronic transmitted outgoing telegrams).** The telegram must be horizontally aligned on both the left and right sides. Once typing has begun, horizontal and vertical alignment must be maintained. These are essential points in the preparation of the OCR telegram.

D. PREPARING THE AID/W OUTGOING TELEGRAM

WordPerfect cable macro (cable.wcm), Optional Form 185 (OCR), OF 185A (OCR) Continuation Sheet, are used for outgoing telegrams from AID/W. (See Attachment E and F) However, plain continuous feed paper or plain bond paper may be substituted for OF-185 when using the WordPerfect cable macro with the OF-185 and OF-185A telegram format.

E. FORMAT

For the following eight units, please refer to Attachment A. (OCR Prep)

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, SENSITIVE BUT UNCLASSIFIED

(An Administrative Controlled Designator), CONFIDENTIAL, SECRET, TOP SECRET. See information of new designator SENSITIVE BUT UNCLASSIFIED in No. 2.

2.   The term "LIMITED OFFICIAL USE" is no longer authorized for use within the USAID or the Department of State. All information previously marked "LOU" is "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. These telegrams will be transmitted by the Department of State Communications office via encrypted means over both unclassified and classified circuits.

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 12 FAM(A) may still carry the SBU designation but may be restricted only to cleared American personnel. 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 OR AIDAC, SENSITIVE
                              NOFORN

TEXT AREA: SENSITIVE BUT UNCLASSIFIED - PROTECT ACCORDINGLY

3. **Special Charges**

This field is **not** a mandatory field and 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.

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
   d. Typist's initials

This information all goes across the second line:
   a. Drafting date
   b. Telephone extension

4. **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

5. **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 there are more clearances. List additional clearances after the double (YY) in columnar/vertical form ending with a single (Y). **See Attachment M**.

6. **Desired Distribution**

   Outside Agencies should be list here. (Example: DOD, COM)

7. **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 precedents 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 signature is 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 signature is needed from S/S-O

IMMEDIATE - assigned for important policy matter(s), or death matter

PRIORITY - assigned when telegram contain essential information for operations and actions in progress

Action Precedence Cont.

ROUTINE - lowest order of precedence - assigned to communications which justify DOS transmission, but are of insufficient urgency to require a higher precedence.

8. **Action Addresses** (See Attachment A- See Action Addressee Line)

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 whom 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, space. A comma must be placed after the last addressee on the first line if additional addresses follow. **Do not split addresses onto two lines**, i.e., 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-2 and A-2a)

A. **Same Action Precedence**

"Routine" is the only action precedence which isn't repeated after each post. Any precedence designator higher than "routine" must be repeated after each post.

If higher than "Routine" repeat the precedence after each post:

IMMEDIATE PARIS, LONDON IMMEDIATE, BRUSSELS IMMEDIATE

B. **Split Action Precedence/Addresses** (See Attachment B - See Addressee line)

A 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.

If USEU BRUSSELS is to receive telegram on a priority basis:

IMMEDIATE PARIS, LONDON IMMEDIATE, USEU BRUSSELS PRIORITY

If NAPLES is to receive telegram routinely:

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/addressees is now permissible, the second line would continue with the listing of posts and end with the precedence. When 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 addressees in vertical order and end in a single (y). See Attachment A1.

C. **Collective Addresses** (Attachment A-3)

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

            For all AID WORLDWIDE ....AWIDE
                (all AWIDE telegrams must be cleared by ES
            For all ASIA AND NEAR EAST POSTS....................AIDAN
            For all AFRICAN POSTS..............................AIDAF
            For all EUROPEAN POSTS.............................AIDEU
            For all LATIN AMERICAN AND CARIBBEAN POSTS..........AIDLA
            For all AID CONTROLLERS............................AIDCO

(1) **Exemptions from collective addresses** (See Attachment C)

If certain posts are to be exempted from the collective addresses, the code "XMT" is used. To exempt a post(s), XMT would be typed in the addressee block of the telegram after the collective address with a listing of the exempted mission(s) as illustrated:

AIDAN, XMT CAIRO, RABAT, SANAA

(2) **Inform Consuls**

If the collective addressees is, for example, "All European Diplomatic Posts," and you want the consuls also informed, type 'INFORM CONSULS" in the caption field. To leave the informing of the consuls to the discretion of the Embassy, this information would be typed 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 which will be inserted by DOS Communications. Indicate precedence.

D. **Minimize Telegrams** (Attachment I)

MINIMIZE is a telegram control procedure imposed during emergency conditions such as local disorders, communication circuit failures, natural disasters or in other similar situations when the Post's normal flow of traffic cannot be handled. During these 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. 78384.

9. **Information Addresses**

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

10. **Special Handling**

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

11. **Captions (maximum 55 characters)** (See Attachment D)

This is a mandatory line. 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 A.I.D. programs or projects or other substantive matters that may be of interest to other U.S. Government Agencies.

ADM AID - refers to A.I.D. Administrative messages. These messages are clearly of interest to A.I.D. only. Examples of Subject Matter Categories follow:

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

*SPECIAL NOTE: To ensure proper dissemination on your responding cable, please include your/the sender's official office symbol. (please see example below):

ADM AID from IRM/TCO   or   AIDAC from IRM/TCO*

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

If the maximum 55 characters are used up, continue typing the personal information two lines under the subject line in the text of the message.

EYES ONLY - FOR: and FROM: <u>MUST</u> appear on this line,

*New or Revised Material

PERSONAL INFORMATION, LIMITED DISTRIBUTION, SENSITIVE AND SENSITIVE NOFORN - When used <u>MUST</u> appear on the same line one space after the caption.

12. **<u>E.O. 12958:</u>**

<u>This is a mandatory line.</u> This line indicates the declassification status of a message under the Executive Order. E.O. 12958, which replaces 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; must be followed by a colon.

1.   A specific date for declassification, which must be typed numerically, beginning with the month, the day, and then the last two digits of the year.

2.   An event for declassification. The event must be in parentheses.

An example of each follows:

<u>1</u> E.O. 12958: DECL: 8/1/92

<u>2</u> E.O. 12958: DECL: (END OF VISIT.)

NOTE: OADR ("Originating Agency's Determination Required"), and DNG ("Downgrade") are no longer to be used.*

***New or Revised Material**

SPECIAL NOTE FOR 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, within parenthesis).   example: 1.
                                                                                    2. (U)

2. The declassification date must follow E.O. 12958:
     (see previous example - on page 10 #12. E.O. 12958:).

3. The first paragraph of your Confidential telegram should state the name of the official who assigned the classification, along with the official office symbol, and reason for classification.

   The following shows how statement should be formed/typed:

   example:
   1. (c) Classified by First and Last name, Official Office Symbol, and reason for classification ("Classified by John Doe, AID/AA/BBC, reason 1.5").

   I.   To identify the reason refer to one of the classification categories below. Include the number 1.5, referring to Section 1.5 of E.O. 12958, plus the letter(s) that corresponds 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 economical 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).

Please inquire within the Cable Room for information on the E.O. 12958, Classified National Security Information.

13. **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. Do not type more than six (6) spaces from left margin of text and no more than six (6) spaces between columns.

D. Text

The text must be in block style, single spaced, with double spacing between paragraphs.   Do not type below the "O" line on the page. Anything typed below this line will not be read by the scanner. The line will be omitted from the message.

Portion Marking: Paragraphs of Confidential telegrams must be portion marked according to classification. For Example: each paragraph must be marked Para 1. (C), Para 2. (U) etc.

E. Underline End of Message

 Use the special symbol (YY) Alt-G or Ctrl-Y in using macro cable.wcm.

F. Underline Classification

 Each page begins and ends with the classification. At the end, it is typed over the word "CLASSIFICATION at the bottom of the form. Cables which omit the classification cannot be processed.

14. **Signing Telegram**

 The drafting approving and/or clearing officers should initial in the space provided in the right hand margin. Be certain the initial appear in this designated area outside the scanning field. If the initials are within the scanning area, the telegram will by rejected by the optical reader. **If using electronic transmission, retain sign hardcopy of telegram and transmit your cable to the USAID Communications Center.**

15. **Succeeding Pages of Telegram** (See Attachment F)

 Type in the classification in the designated field (upper left). In numbering pages, use Arabic numbers only--do not spell out numbers. Place the numbers near the field separator.

F. SPECIAL INSTRUCTIONS AND ADDITIONAL RULES

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

\ Back Slash
[] Brackets
{} Braces
| Broken vertical bar
^ Caret
  Grave
  Tilde
& Ampersand

Additional non-permissible characters with special notations:

$ Dollar sign (not to be used below the subject line)
& Ampersand
*** Asterisk**
% Percent sign (causes problems in the system)
*** Asterisk (not more than 3 in a row, system starts deleting)**
@ At sign (to be used only in e-mail addresses)

Parenthesis:

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

Do Not do the Following:

Mix pitch type/cable fonts
Use colored paper   **Does not apply to electronic prep**
Send copies (Only originals)   "   "   "   " "   "
Old 10 pitch OCR type

G. CORRECTION OF TYPOGRAPHICAL ERRORS

**Do not use any of the following to make corrections:

*Erasers of any type
*Sno-pake (White-Out)

*Correction tape may be used if applied carefully.

H. REPEAT TELEGRAMS (See Attachment H)

Use the OCR telegram form or Form 187 to request a repeat telegram, also attach a copy of the telegram you want repeated with the form. Telegrams cannot be repeated if more than eight to ten days.

I. DISTRIBUTION OF TELEGRAMS

Before forwarding telegrams to AID Communications Center for transmission, please make sure of the following:

Hard Copy Only
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.   If sending hardcopy format the telegram should not be folded, crumbled or torn.

4.   The telegram is complete and additional pages attached and end of   message symbols appear at the end of text.

5.   All referenced material has been removed.

*   6.   The original telegram is taken or mailed to the Telecommunication Center and a copy should be retained by your office. If sending hardcopy, send original and retain a copy in your office file. If sending electronic copy, please retain original signed copy in your office files as proof of authorization.

*Electronic Copy

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

2.   Please certify your e-mail/cable attachment when transmitting to
     ensure that your cable is received by the Cable-Terminal.

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

4.   Send only UNCLASSIFIED CABLES to the Cable-Terminal to be processed, and Unclassified but Sensitive.

NOTE: ONLY CONFIDENTIAL CABLES will be accepted in hard copy form to be transmitted through STATE. ALL UNCLASSIFIED CABLES are to be sent electronically to the Cable-Terminal only.*

J. REJECTED TELEGRAMS

Improperly prepared Telegrams are rejected by the A.I.D. Telecommunication Center and Department of State Communication Center. **We suggest your office use the Checklist for Common Mistakes also the pink OCR Form 185 and 185A as a guide to measure telegrams before sending telegrams to the Telecommunication Center to curtail telegrams being rejected.**

Notification to a drafting office when a telegram is being rejected depends on whether the telegram is received in the Telecommunication Center during or after Agency business hours.

Procedure when a telegram is rejected during Agency business hours:

1. If the drafter is on the AIDNET the person will be notified that their telegram is being rejected and the reason the telegram is being rejected. Where e-mail not available the drafting office will be called.
*New or Revised Material
2. We speak to the person that typed the telegram or the drafter.

3. If neither are available, a message is left by the Telecommunication Center to let the drafter know the telegram is being returned.
Procedure when a telegram is rejected after Agency business hours:

1. If the drafter is on the AIDNET the person will be notified that their telegram is being rejected and the reason the telegram is being rejected. The telegram is then mailed to the drafting office by our night shift. However, a rejected telegram can be delayed by two days if it is received after Agency business hours on Friday - the telegram will not leave our office until the first mail pickup Monday.

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

**PLEASE GO THROUGH THE FOLLOWING LIST BEFORE
SENDING TO THE USAID TELECOMMUNICATIONS CENTER**

K.   <u>**CHECK LIST FOR COMMON MISTAKES**</u>

1.   Typing over margins and spacing guides.

2.   Misspelled address POST names

3.   Text is too light because of bad cartridge

4.   Leaving off the "END OF MESSAGE" symbol (Hardcopy Only)

5.   Use of improper symbols

6.   Typing below the "0" line of the form

7.   Using the wrong pitch

8.   Improper use of the addressee line as caption line

9.   No Action/Info Precedence

10. Leaving out AIDAC of ADM AID on caption line

11. Indentation of paragraphs

12. Using white-out (Hardcopy Only)

13. Correction tape not lined up properly (Hardcopy Only)

14. Classification omitted

15. Page numbers omitted

16. Telegrams must be signed by Authorized/Drafting Officer in the upper right hand corner or lower right hand side.(Hardcopy Only)

17. In all cases the CITY not country is used on the addressee line

18. For AWIDE addressee - ES clearance is required.

19. For Posts on MINIMIZE - Regional bureau clearance is required.

QUESTIONS REGARDING ELECTRONIC TRANSMISSION OF OUTGOING TELEGRAMS PLEASE
CONTACT THERESA RAUCH, EXT. 78554.

QUESTIONS REGARDING POSTS ON MINIMIZE PLEASE CONTACT CALVERTUS RICE AT EXT. 78385.

ALSO FOR IMPLEMENTATION OF A CABLE MAILBOX FOR RECEIPT OF "UNCLASSIFIED" TELEGRAMS VIA E-MAIL CONTACT THERESA RAUCH EXT. 647-8554.

GLOSSARY OF TERMS
FOR TELEGRAM OUTLINE

*MINIMIZE is a telegram control procedure imposed during emergency conditions (i.e., 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).

A current list of posts that are on Minimize is maintained at the Communications Center. To find out what is on Minimize call (202)712-5981.

List of Common Types of Telegram Clearances, which goes after the office symbol and name of the clearing officer:

1.) **(SUBS)**-cleared in substance, but not on specific language. Use when clearing official is not required to see the specific text, or when there is not enough time for clearing official to review actual text.

2.) **(INFO)**-no clearance obtained from individual listed; only notifies individual or office listed that telegram has been sent. Do not substitute for actual clearance if specific text or substance is required.

3.) **(PHONE)**-cleared by telephone; clearing official has not seen specific text, but specific text may have been read to individual over the telephone.

4.) **(DRAFT)**-cleared in draft only; not final version.

SUBJECT The Subject line, assigned by the originator, highlights message content; identifies reader interest; and helps to automatically retrieve the telegram. Assign a subject that is concise, but gives clear clues.

REFERENCE Use a Reference Line to refer to a previous telegram or LINErelated communication. Although there is no limit to the number of references or lines, the Department's automatic retrieval system recognizes telegram references on only one line. References placed on succeeding lines will remain part of the telegram but cannot be used in automatic retrieval.*

MESSAGE Cite telegrams using the MRN, which is the official
REFERENCE reference number assigned by the Communications Center.
NUMBER It appears following the classification beneath the last

(MRN)   addressee and consists of the originator's name and organization (not abbreviated), followed by a multi-digit number (i.e., STATE 123456; BONN 3597).

*New or Revised Material

Page 22