5 FAH-3 H-000 INTRODUCTION

5 FAH-3 H-010 INTRODUCTION

(CT:TAGS-49; 06-20-2012)
(Office of Origin: A/GIS/IPS)
(Updated only to revise Office of Origin)

CURRENT TAGS

TAGS Subject

(TL:TAGS-18; 08-30-2000)

A

AADP Automated Data Processing

ABLD Building and Grounds

ABUD Budget Services and Financial Systems

ACOA Communication Operations and Administration

ACKM COMSEC Key Management

ADCO Diplomatic Courier Operations

ADPM Diplomatic Pouch and Mail

AEMR Emergency Planning and Evacuation

AFIN Financial Management

AFSI Foreign Service Institute

AFSN Foreign Service National Personnel

AGAO General Accounting Office

AINF Information Management Services

AINR INR Program Administration

AINT Internet Administration

ALOW Allowances

AMED Medical Services

AMGT Management Operations

AMTC Telecommunications Equipment Maintenance

ANET Communications, Circuits, and Networks

AODE Employees Abroad

AOMS Office Management Specialist Issues

AORC International Organizations and Conferences

APCS Personal Computers

APER Personnel

ASCH U.S. Sponsored Schools

ASEC Security

ASIG Inspector General Activities

ASUP Supplies and Equipment

ATRN Transportation Service

B

BBSR Business Services Reporting

BEXP Trade Expansion and Promotion

BMGT FCS Management Operations

BTIO Trade and Investment Opportunities

C

CASC Assistance to Citizens

CFED Federal Agency Services

CJAN Judicial Assistance and Notarial Services

CLOK Visa Lookout

CMGT Consular Administration and Management

CPAS Passports and Citizenship

CVIS Visas

E

EAGR Agriculture and Forestry

EAID Foreign Economic Assistance

EAIR Civil Aviation

ECIN Economic Integration and Cooperation

ECON Economic Conditions

ECPS Communications and Postal Systems

EFIN Financial and Monetary Affairs

EFIS Commercial Fishing and Fish Processing

EIND Industry and Manufacturing

EINT Economic and Commercial Internet

EINV Foreign Investments

ELAB Labor Sector Affairs

ELTN Land Transportation

EMIN Minerals and Metals

ENRG Energy and Power

EPET Petroleum and Natural Gas

ETRD Foreign Trade

ETTC Trade and Technology Controls

EWWT Waterborne Transportation

M

MARR Military and Defense Arrangements

MASS Military Assistance and Sales

MCAP Military Capabilities

MNUC Military Nuclear Applications

MOPS Military Operations

O

OIIP International Information Programs

ODIP U.S. Diplomatic Representation

OEXC Educational and Cultural Exchange Operations

OFDP Foreign Diplomats and Foreign Missions

OPDC Diplomatic Correspondence

OPRC Public Relations and Correspondence

OREP U.S. Congressional Travel

OSCI Science Grants

OTRA Travel

OVIP Visits and Travel of Prominent Individuals and Leaders

P

PARM Arms Controls and Disarmament

PBTS National Boundaries, Territories, and Sovereignty

PGOV Internal Government Affairs

PHSA High Seas Affairs

PHUM Human Rights

PINR Intelligence

PINS National Security

PNAT National Independence

PREF Refugees

PREL External Political Relations

PROP Propaganda and Psychological Operations

PTER Terrorists and Terrorism

S

SCUL Cultural Affairs

SENV Environmental Affairs

SMIG Migration

SNAR Narcotics

SOCI Social Conditions

T

TBIO Biological and Medical Science

TINT Internet Technology

TNGD Engineering Research and Development

TPHY Physical Sciences

TRGY Energy Technology

TSPA Space Activities

TSPL Science and Technology Policy

TAGS Program (K) TAGS

(TL:TAGS-19; 02-12-2002)

KACT Strategic Arms Control (ACS) Treaties

KALM A Logistical Modernization Approach (ALMA) Program

KAWC Atrocities and War Crimes

KBCT Arab League Boycott

KBNC U.S.-South Africa Binational Com.

KCCP Classified Connectivity Deployment Program

KCFE Conventional Armed Forces in Europe

KCIP Critical Infrastructure Protection

KCIS Posts Classified Information Handling

KCOG Continuity of the Federal Governmen

KCOR Corruption and Anti-Corruption

KCRM Criminal Activity

KCSY Consular Systems

KDEM Democratization

KEAI Enterprise for the Americas Initiative

KECF The U.S.-Africa Economic Cooperation Forum

KEMS Electronic Messaging Systems

KESS Emergency Security Supplemental

KFAM Foreign Affairs Manual Policies

KFLO Family Liaison

KFPC Foreign Policy Trade Controls and East/West Trade

KFRD Fraud Prevention Programs

KFSC Financial Service Center Operations

KGCC Gore-Chernomyrdin Commission

KGCN Government-to-Government Claims Negotiations

KGHA Greater Horn of Africa Initiative

KGLB Global Learning and Observations to Benefit the Environment (GLOBE)

KHDP Humanitarian Demining Program

KHIV Emerging Infectious Diseases and HIV/AIDS Programs

KICA International Cooperative Administrative Support Services

KICR International Coral Reef Initiative

KICT Iran-U.S. Claims Tribunal

KIDE Investment Disputes and Property Expropriations

KIMT Information Management Training

KIPR Intellectual Property Rights

KIRC Information Resource Centers

KIRF International Religious Freedom

KISL Islamic Issues

KJRE Joint Reorganization Effort

KJUS Administration of Justice

KLIG Foreign Litigation

KLSO Language Support Operations

KMDR Media Reaction Reporting

KMFO Multinational Force Observers

KMSG Marine Security Guard Program

KNAR Nazi Assets and Restitution

KNEI Northern Europe Initiative (NEI)

KNEP Nonexpendable Property Application (NEPA)

KNET Department of State Telecommunications Network (DOSTN) Program

KNNP Nuclear Non-Proliferation

KNSD North-South Dialogue

KOCI Children's Issues

KOFO Open Forum Operations

KOGL Open Source and Gray Literature

KOLY Olympic Games Reporting

KOMC Export Control of Defense Articles and Defense Services

KONP OpenNet Plus Program

KPAL Palestinian Affairs

KPAM Property Accountability Management

KPAO Public Affairs Office

KPAP Overseas Presence Advisory Panel (OPAP)

KPKO United Nations Peacekeeping Operations

KPLS Polls, Survey Research and Focus Groups

KPOW Prisoners of War/Missing in Action

KPRV Privatization

KPWR Power Support Program

KRAD Radioactive Contamination of the Environment

KREC Reciprocity

KRIM Regional Information Management Centers

KRVC Research Vessel Clearances

KSAC Security Advisory Council

KSAF Safety Program

KSCA Science Counselors and Attachés

KSEI Southeast European Cooperative Initiative

KSEO Security Engineering Operations

KSEP Special Embassy Program

KSLG Secure Logistics

KSPR Strategic, Performance and Resource Planning

KSRK Visas Shark Communication

KSTC Strategic Trade and Technology Controls

KSTT State Transition Team

KSUM Summit Meetings

KTDB National Trade Data Bank

KTEX Textiles

KTIA Treaties and International Agreements

KUNC United Nations Compensation Commission

KUNR UN Reform

KVIR Computer Virus and/or Anti-Virus Program

KVPR Visas VIPER Communications

KWBG West Bank and Gaza

KWIR Wireless

KWMN Women Issues

KWPA Worldwide Property Accountability

KWWW World Wide Web Sites

SAMPLE TAGS LINE

TAGS: ETRD KNSD UNCTAD US JA (HUDSON, J D)

ETRDKNSD UNCTAD US JA (HUDSON, J D)

SUBJECT PROGRAM (K) SUBJECT GEO-POLITICALSUBJECT

INTRODUCTION
THE FOREIGN AFFAIRS HANDBOOK

DESCRIPTION

The Foreign Affairs Handbook (FAH) is an extension of the Foreign Affairs Manual (FAM). It supplements the FAM by providing implementing guidelines and procedures for policies and regulations contained in the FAM's respective volume (e.g., a handbook with a prefix number of "6" supplements Volume 6, General Services). In some instances, a handbook may contain guidelines for other Federal agencies (e.g., USAID, USDA, Commerce). Each FAH begins with a prefix number and ends with a suffix number, indicating the number of the handbook within a specific series (e.g., 6 FAH-1 General Services Handbook). Material within a handbook has the same regulatory force, validity, and application as material within a FAM volume.

HANDBOOK SUBJECT

The content and scope of this handbook are:

5 FAH-3—TAGS/TERMS Handbook: Uniform procedures for organizing and managing the information of the Department of State.

FORMAT

a. The FAH is divided into volumes reflecting major functions. Each volume is divided into chapters, subchapters, and sections (or subsections, always commonly referred to as sections). At the beginning of each chapter, the chapter title and number are centered, in all capitals, and placed above the first subchapter of each chapter. Chapter numbers are H-000, H-100, H-200, etc. Each chapter can have nine subchapters, those for Chapter H-100 being H-110, H-120, H-130, etc., through H-190. Subchapter numbers and titles are centered, in all capitals, at the top of the subchapter's first page except for subchapters H-110, H-210, H-310, etc., which have the chapter title and number. Each section can have nine major subdivisions, for example H-111, H-112, H-113, etc., through H-119.

b. Subsections begin at the .1 level, the next subdivision at .1-1. After the first sectional level, a number larger than nine is permissible, for example: H-111.35, or H-111.1-13. Although two further subdivisions of sections are possible (respectively, parenthetical capital letters in alphabetical order; parenthetical small roman numerals in numerical order), divisions below the hyphenated digit level are strongly discouraged. All heading numbers and titles are done in bold. The numbering format is:

H-100 CHAPTER

H-110 SUBCHAPTER

H-111 SECTION

H-111.1 Section

H-111.1-1 Section

c. When a section contains more than one paragraph, each paragraph is identified by a letter identification. The descending order of paragraphs and subparagraphs are: a.; (1); and (a). If a section contains only one paragraph followed by two or more subordinate paragraphs (identified as subparagraphs), the single (main) paragraph is not lettered but subparagraphs are identified by parenthetical numbers or letters, depending on their degree of subordination.

d. The effective date of any given material is the issuance date of the transmittal letter, indicated by the TL line immediately below the subchapter or section, in italics. For example:

(TL:FMH-1; 12-21-1996)

e. If the issuance date is different than the effective date, the effective date is shown on the line immediately following the issuance date. For example:

(TL:FMH-1; 12-21-1996)
(Effective Date: 03-5-1994)

f. Sections that are applicable to other agencies are indicated as part of the TL line. For example:

(TL:FMH-1; 12-21-1996)
(Uniform State/USAID)

g. Substantive offices can also show that the material, although unchanged for a period of time, was reviewed and is still valid. For example:

(TL:VISA-12; 12-21-1984)
(Revalidated 07-21-1997; CA/P/VO)

MAINTENANCE

a. FAH volumes are a necessary part of the Department's supplies and, as such, are to be retained by the office or post. As the articulation and record of the Department's regulations, policies, and procedures, the FAH must be kept current. It is strongly recommended that offices and posts include FAH maintenance as part of the job descriptions of designated employees. Responsibilities for FAH maintenance include:

(1) Keeping only necessary handbooks on hand and making them readily available;

(2) Distributing new material promptly;

(3) Ensuring that each handbook holder (including officers) is accountable for

maintaining the FAH in current status; and

(4) Ensuring that FAH materials are retained by the office or post when handbook holders/users depart for home leave, reassignment, transfer, or TDY for use by their substitutes or successors.

b. Changes are issued by transmittal letters (TLs), and replacements are made by subchapter.

c. Although lists of TLs are issued occasionally, direct questions concerning the update and/or revision status of FAH materials to A/RPS/DIR, Room 1849, NS. Direct questions concerning FAH content, format, style, etc., also to A/RPS/DIR. For substantive interpretations of content, contact the responsible office, which is listed at the end of the transmittal letter.

INTRANET

The Foreign Affairs Manual and its supplemental Foreign Affairs Handbook series are available on the Department of State's Intranet site at http://arpsdir.a.state.gov. This is the official electronic version of these materials. Regulations are updated on the website as they are issued and generally available before alternative formats are released.

CD-ROM

a. The Foreign Affairs Manual and its supplemental Foreign Affairs Handbook series are available on the InfoRegs compact disk—read only memory (CD-ROM), which are issued quarterly.

b. For internal use only, the Department provides a collection of guides and booklet-type material on the InfoGuides CD, and a collection of forms used by the Department (and some other agency and post-originated forms) on the InfoForms CD-ROM.

c. For information on this program, contact the InfoExpress Coordinator, A/RPS/MMS/CRE, directly. They are located in Room B864 HST, (202) 736-4941, FAX (202) 736-4924.

REQUESTS

a. Direct requests for copies to A/RPS/MMS/PRD. Distribution changes should be sent to A/RPS/MMS/PRD, Room B935, T. Direct public requests for FAH materials to A/RPS/MMS/PRD, Room B935, HST, FAX (202) 736-7472. All requests must be in writing.

b. Clear all requests through the post administrative officer or bureau executive director, and provide your funding information when submitting requests. Use KFAM and AINF on all official communications.

c. Each Transmittal Letter includes the cost printed at the bottom of the first

page. Requesters may obtain the cost of TLs issued under this system by contacting A/RPS/MMS/PRD at (202) 736-7470.

TAGS/TERMS: THE SYSTEM

(TL:TAGS-18; 08-30-2000)

Information is the major product of the Department of State. It is gathered, used, rearranged, generated, and disseminated on a vast range of subjects every working day. Organizing and managing that information is the basis for the TAGS/Terms System. TAGS (Traffic Analyses by Geography and Subject) and Terms work together to provide an easy to use, subject-oriented means to store and later find all of the information. The following paragraphs will identify the principal TAGS/Terms System components, and then briefly describe how to use them.

TAGS are of three general types: Subject TAGS are four-letter acronyms that identify broad, general subject matters, Geo-Political TAGS (2 letters) identify specific world locations, Program (or K) TAGS are used to identify information relevant to a specific Program (e.g., The Post Reporting Program, and the Olympic Committee). There are two other categories that are relevant: Personalities and Organizations.

Every telegram that is generated must have at least one Subject TAGS to indicate the general subject content of that communication, although as many Subject TAGS as may be appropriate should be used. The TAGS are assigned by the originator. TAGS are needed to give the recipient clear clues as to the content, and future researchers the capability to easily retrieve the communication.

In addition to the various TAGS, the originator should use very specific, words (Terms) in the message title subject line (or summary). These additional words further refine the material and will aid in identifying the information at a later date.

Terms that have been found to be useful for information retrieval are collected and listed in the last major section of the TAGS/Terms Handbook (the "TERMDEX"). Each Term in that list also shows Subject TAGS that commonly relate to the Term listed. However, no individual Term is irrevocably tied to any given Subject TAGS. The grouping given in the Termdex simply reflects past usage and may be of assistance to a drafter in finding subject matter being communicated. In a similar fashion, the Terms that are listed with each of the Subject TAGS entries in the Subject TAGS section are listed to give drafters more precise, narrower, reflections of subject content when preparing either a document title line or summary paragraph based on a given Subject TAGS.

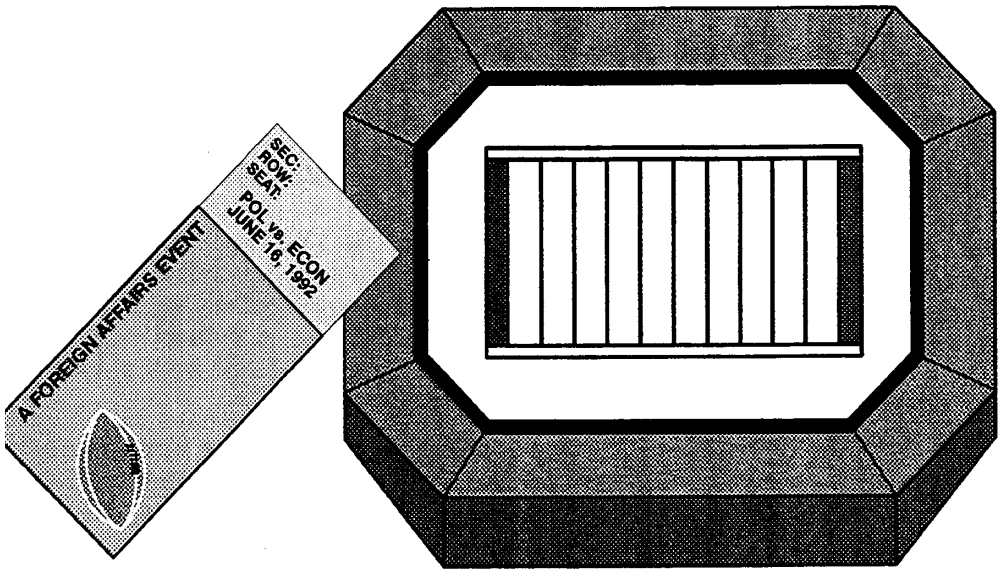
Importantly, each Term listed is an agreed upon, "chosen" Term representing synonymous, or closely related analogous Terms. For instance "Artist" is shown in place of musician, painter, and sculptor, because it was the Term of choice

for that general category. Each Term shown has been the specific subject of examination by A/RPS/IPS. Officers and staff from all bureaus and extensive communications with posts were included in the review process. The primary factors in choosing each Term was its "representativeness" of its own group of synonyms and the assumed likelihood of its future choice by an information searcher as an information retrieval tool. Within those considerations, it is useful and important for drafters, indexers and document filers to use these selected Terms in titles, summaries and on file folder tabs (for detailed examples of TAGS and Terms as filing categories see Section VI).

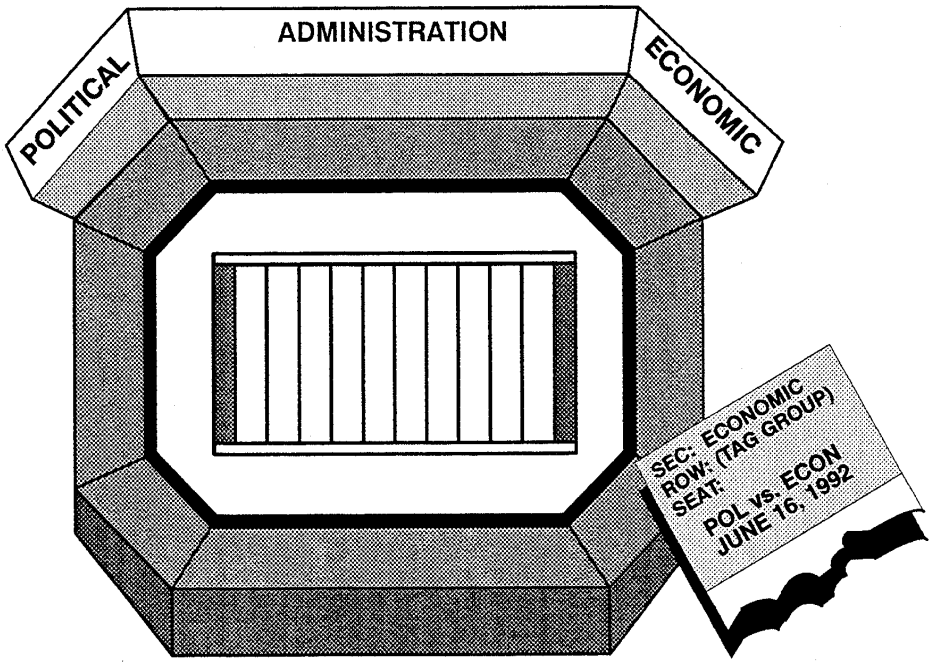
Finally, the lists of Terms in the Termdex and with individual Subject TAGS are not at all meant to be final, exclusive lists. Please add new Terms as needed to fit your own office or post needs. If you add new Terms please send a memo to A/RPS/IPS/PP. Please DO NOT add Terms that are synonyms for existing, listed Terms. The synonyms subvert the process of retrieval of information and can invalidate or confuse the search results.

Requests for new TAGS must be in writing (approved by a DAS-level in the requesting office/post) addressed to A/RPS/IPS/PP, Room 6073, SA-2. Please include a brief description of the TAGS, a suggested TAGS acronym and title, frequently used Terms (if a new Subject TAGS), and justification for the creation of a new TAGS. Also include a point of contact if we have questions. In the case of Program (K) TAGS, we will also need the symbol of the office/bureau that will have action on these cables. If the action office is not always the same office but depends on the subject matter, please indicate this. IPS also approves other TAGS line items such as organization acronyms and terms. Please include any changes to "Organizations" and "Terms" from the Termdex. IPS will evaluate the request and notify you of the status. Once approved, IPS will prepare an ALDAC telegram and Department Notice announcing the new TAGS and notify the offices in IRM that must update their telegram handling systems to accept it. The requesting office/post will need to notify the communications center/system manager to ensure your telegram profiles (AMAPS and CableExpress) are updated to indicate your interest in telegrams tagged with the new TAGS and that these are distributed to your office.

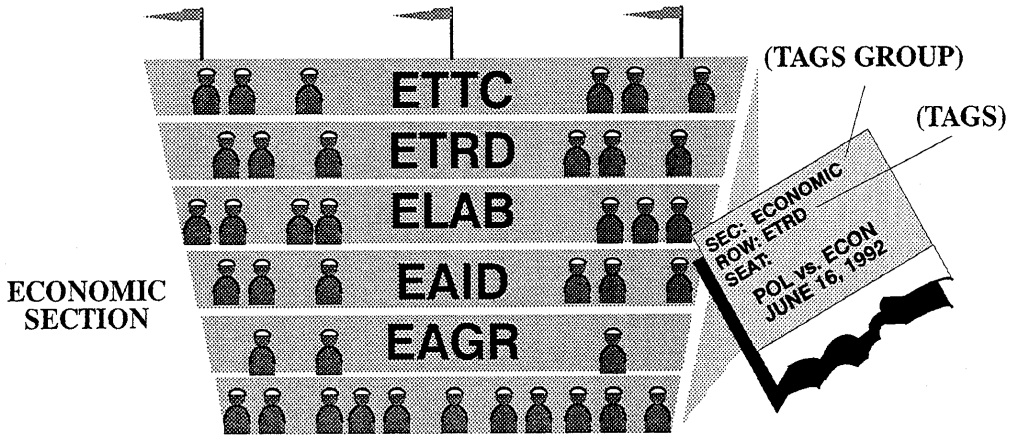
TAGS ARE YOUR TICKET TO FOREIGN AFFAIRS EVENTS!



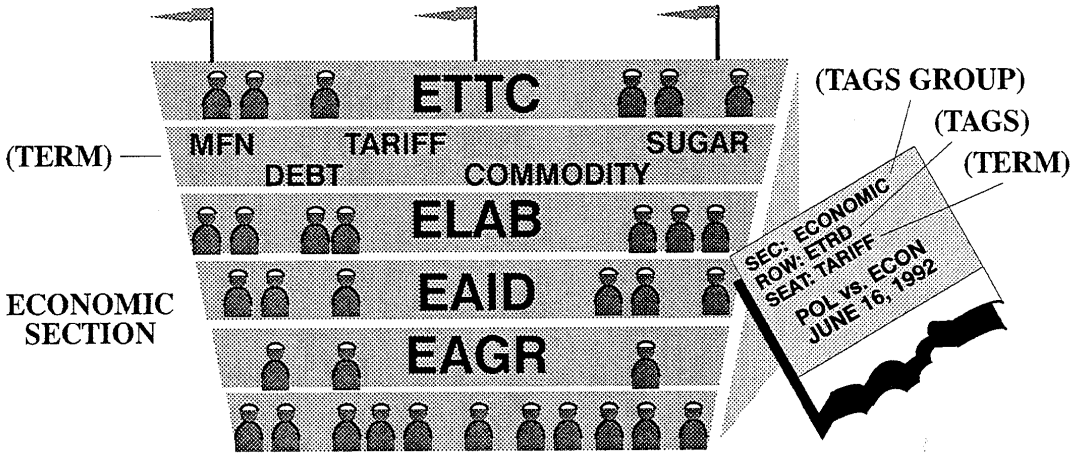
The documents that are created at the Department and the posts describe foreign affairs events. TAGS are used to organize and retrieve these documents. The following illustrations are provided to show you why TAGS are vital to information location and retrieval.



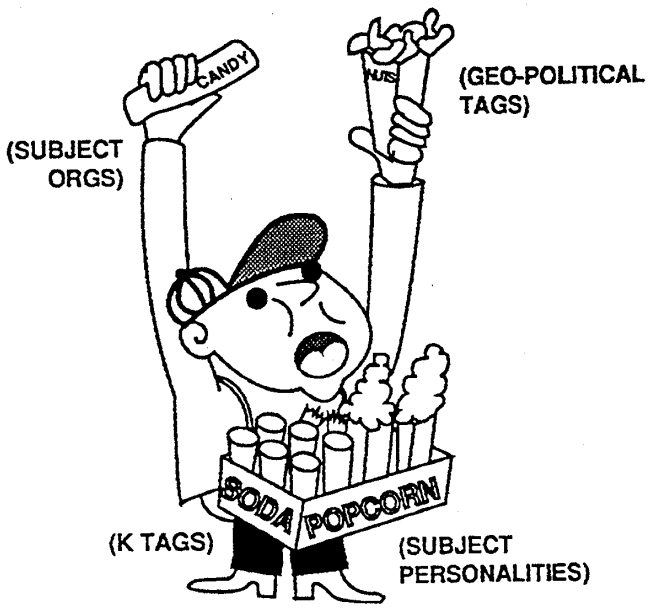
When you attend a sporting event, play, etc., before you get to your seat you must first find the proper section. When using TAGS/Terms, the same is also true. In the case of TAGS/Terms, the TAGS group is the same as a section at a social event, because before you choose the proper TAGS, you must choose the correct Subject TAGS group. TAGS are made up of nine subject groups: Administration, Business, Consular, Economic, Military & Defense, Operations, Political, Social, and Technology & Science.



Once the proper section has been identified, you must then find your row. When dealing witn TAGS/Terms, the rows are the TAGS within each Subject TAGS group. In the Economic section, for instance, the rows are EAGR, EAID, EAIR, ECON, etc.



Once the row has been found (TAGS), you must find your seat (Term). In the example above, the TAGS is ETRD and the Term is Tariff.



At an event one usually gets popcorn, candy or something to drink to enhance the evening. You can do the same with your documents by using Subject Organizations, Subject Personalities, K TAGS and Geo-Political TAGS.