

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 5 Handbook 1
Correspondence Handbook

5 FAH-1 H-230 PREPARING TELEGRAMS IN THE DEPARTMENT

(CT:CH-26; 06-21-2012)

(Office of Origin: IRM/BMP/GRP/GP)

(Updated only to revise Office of Origin and some formatting)

5 FAH-1 H-231 GENERAL

(CT:CH-25; 12-17-2009)

- a. In the Department, most telegrams are sent electronically from the workstation. Some telegrams are still printed and scanned into the system by the Domestic Communications Center (IRM/OPS/MSO/MSMC/ MCO). MSMC/MCO will no longer accept printouts in Optical Character Reader-A (OCR-A) font or OCR forms (OF-185, Outgoing Telegram, and OF-185-A, Outgoing Telegram Continuation Sheet) as they are no longer used. Prepare all telegrams in the proper format for acceptable transmission. Use the various macros and glossaries for generating telegrams on the computer. This will eliminate almost all errors in telegram format and alignment. Use sentence case for the text of the telegram.
- b. Telegrams, prepared on a workstation, may be sent:
 - (1) Via CableXpress (CX) (see 5 FAH-1 H-232);
 - (2) Via Common LAN Outbound Telegram (CLOUT) (see 5 FAH-1 H-233); and
 - (3) Via MSMC/MCO on a diskette/compact disc (CD) (see 5 FAH-1 H-234, Preparing Telegrams on Diskette/CD).

NOTE: OPS/MSO/MSMC will no longer accept paper copies of telegrams except for those sent directly from the Watch Officer in the Operations Center. Paper messages must be sent through S/ES-O and not directly to MSMC. When using paper, prepare on plain white paper, printed in Courier 12 point, on a laser printer. When using this method, the telegram must have the same format as the discontinued Form OF-185 (OCR). It is acceptable to use a telegram macro or template to do this.

- c. Direct any questions, comments, or problems concerning telegrams to:
 - (1) The Communications Information Branch Help Desk at 202-647-8845 or by e-mail to: helpdeskm@state.gov; or
 - (2) IRM IT Service Center at (202) 647-2000 or ITServiceCenter@state.gov for CableXpress or CLOUT users.

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5 FAH-1 H-232 WHAT IS CABLEXPRESS?

(CT:CH-25; 12-17-2009)

- a. CableXpress is a telegram processing and handling application that resides on the ClassNet network and on OpenNet. It allows for receipt of copies of incoming telegrams in your personal inbox. Store these telegrams in your local archive, or retrieve old ones from the central archive.
- b. Prepare and send telegrams using CableXpress. It is acceptable to create telegram templates for frequently used addressee patterns and store them in CableXpress. This makes it easier to send a telegram to those addressees and only need to fill in the text.
- c. Obtain all required clearances for outgoing telegrams. However, send the draft telegram by e-mail to the clearance officers, through CableXpress.
- d. Do not use CableXpress to send an ALDAC (All Diplomatic Posts) cable, as the Staff Secretariat (S/ES-O) must clear it.
- e. CableXpress sets the printer for Courier 12 point when printing an outgoing telegram. See 5 FAH-1 Exhibit H-232 for an example of a telegram created on CableXpress.
- f. Refer to IRM's CableXpress User Manual for detailed instructions and guidelines.

5 FAH-1 H-233 HOW TO USE COMMON LAN OUTBOUND TELEGRAM (CLOUT)

(CT:CH-25; 12-17-2009)

- a. The Common LAN OUTbound Telegram (CLOUT) application sends outgoing telegrams as e-mail attachments. Send unclassified telegrams via the OpenNet UNCLASSIFIED CLOUT and classified telegrams via the ClassNet CLASSIFIED CLOUT. Send the e-mail to either the Unclassified or Classified CLOUT mailer, which then sends the message to the Automated Message Assembler and Protocol Server (AMAPS).
- b. Use Microsoft Word to draft a CLOUT message. Save the message in MS Word format, or as an ASCII text file if MS Word was not used to create it.
- c. Format the outgoing telegram margins and line lengths as if it is for printing for submission to the communications center, using Courier 12 point (see 5 FAH-1 H-235 and H-236). For more information, see the CLOUT User's Manual.
- d. Do not send the following types of telegrams via CLOUT. Print them and obtain special clearances:
 - (1) Telegrams the 7th Floor Principals, the National Security Council (NSC), or the White House must clear;

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- (2) NIACT and FLASH telegrams;
- (3) Certain CHANNEL captioned telegrams (see 5 FAH-2 H-400 for more information);
- (4) ALDAC or ALLDP telegrams; and
- (5) Telegrams to posts on minimize.

5 FAH-1 H-234 HOW TO PREPARE TELEGRAMS ON DISKETTE/COMPACT DISC

(CT:CH-25; 12-17-2009)

Telegrams drafted in the Department may be submitted on diskette or CD as an option to paper. This method of transmission bypasses the scanning process, eliminates character substitution errors, and ensures accuracy and timeliness by immediately accepting or rejecting the telegram. The following guidelines must be followed when submitting telegrams on diskette or CD.

a. IRM/OPS/MSO/MSMC Submission Requirements:

- (1) All existing rules governing the preparation and clearance procedures for outgoing telegrams apply to this program. The drafting office is responsible for obtaining all necessary clearances prior to delivering the diskette/CD for transmission;
- (2) Only 3.5-inch high-density diskettes or CDs will be accepted;
- (3) A single diskette/CD may contain either classified or unclassified files, but not both, and must be appropriately labeled with the highest classification or "Unclassified." SBU-NOFORN must be processed on the classified system and submitted on a diskette/CD with classified files. The label must also list the name and phone number of a contact person;
- (4) Each telegram must be saved as an ASCII file, and each file may contain only one telegram;
- (5) The telegram on the diskette/CD must be identified with a valid filename with an extension of either ".txt" or ".185." (Example: eur123.185 or afl1234.txt); and
- (6) Only telegrams of immediate precedence and lower are permitted.

b. IRM/OPS/MSO/MSMC Preparation Requirements:

- (1) Drafters must ensure that they have access to the following:
 - (a) 3.5 inch disk drive;
 - (b) A word processing program, such as Microsoft Word; and
 - (c) IRM telegram macro and/or template.

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(2) Requests for the telegram macro and/or template may be made through the IRM IT Service Center. Contact the IT Service Center at (202) 647-2000 or ITServiceCenter@state.gov for additional information. After the macro has been installed into the word processing program, use the following instructions below for the actual telegram preparation.

- Open the word processing program
- Select FILE
- Select NEW
- Select the TELEGRAM tab
- Open the TELEGRAM icon
- The macro will prompt the user through the required information fields. Type the narrative portion of the telegram
- Select FILE
- Select SAVE AS
- Select FILE NAME. Create a unique filename, including extension (either .TXT or .185)
- Select SAVE AS TYPE. Select either MS-DOS TEXT WITH LINE BREAKS or TEXT ONLY WITH LINE BREAKS
- Select SAVE and answer YES to the first question and NO to the second. (The above steps save the file to your hard drive.)
- Select FILE then SAVE AS then SAVE IN. Change to either A or B, whichever is the 3.5 inch drive/CD drive
- Select SAVE (At this point, the file has also been saved on the diskette/CD)
- Remember to transfer classification markings as appropriate (level, reasons, and duration/declassification instructions) to the diskette/CD

c. Diskette/CD Delivery:

- (1) Deliver marked diskette/CD to the Main State Messaging Center after all clearances have been obtained and the diskette/CD is ready for transmission;
- (2) Wait for the file to be transmitted and wait for the transmission receipt. The receipt will indicate the total number of files, the number of accepted files, and the number of files rejected; and
- (3) Direct any questions to the MSMC Help Desk.

5 FAH-1 H-235 HOW TO FORMAT OUTGOING TELEGRAMS

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(CT:CH-25; 12-17-2009)

Follow the formatting instructions below when drafting a telegram for printing. CableXpress will format a telegram automatically, after the initial configuration (usually done by the systems administrator).

5 FAH-1 H-235.1 How to Mark the Classification

(CT:CH-25; 12-17-2009)

The classification line is the starting point for the scanner. Align all other entries with the classification line. Enter the classification on this line and at the bottom right of the telegram. See 5 FAH-3 H-700 for guidance on marking classified telegrams.

NOTE: For SBU telegrams enter the word "UNCLASSIFIED" at the top and bottom of the telegram. Then enter the word "SENSITIVE" in the captions field (see 5 FAH-1 Exhibit H-235.10).

5 FAH-1 H-235.2 How to List the Drafting Officer

(CT:CH-25; 12-17-2009)

Enter the complete office symbol followed by first name, middle initial and or first and middle initials and last name, and the preparer's signature (if someone else is preparing it). If there is no middle initial, enter a space instead. If from an agency other than the Department of State, enter the agency's symbol instead of the office symbol.

Examples:

NEA/INT:GHWILSON:ewf

INTERIOR/USGS:H WILLIAMSON:dsb

5 FAH-1 H-235.3 Date/Telephone Number

(CT:CH-25; 12-17-2009)

Enter the date (month, day, and year) numerically (for example, 11/03/2002) followed by telephone number, in the designated areas directly below the drafting officer's name and office symbol fields.

5 FAH-1 H-235.4 How to List Approving Officers

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

- a. Enter the approving officer's complete office symbol followed by a colon and the approving officer's initial(s) and last name. The name, including both initials (or space if no middle initial) must be a single string.

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Example:

DS/POL/PPD:J SMITH.

- b. The approving officer is usually a Department of State officer. The exceptions are USTR, USAID, and PEACE CORPS. These agencies are authorized to approve their own telegrams. Other agencies must list and obtain approval from an authorized officer in the Department of State.

Example: PEACE CORPS:J SMITH

5 FAH-1 H-235.5 How to List Clearing Officers

(CT:CH-25; 12-17-2009)

- a. To list a clearer, enter the agency/office symbol, colon, and first and middle initials and last name of the clearing officer. (If there is no middle initial, enter a space instead.) List up to 12 clearances in this space; three clearing officers on each of four lines. Start listing the clearing officers on the first line flush with the left margin; continue across the line with the second and third before going to the next line for the fourth.
- b. If there are more than 12 clearing officers, enter a plus sign (+) after the twelfth name. This denotes that there are additional clearing officers listed at the end of the telegram. Then list the thirteenth clearing officer two lines below the end of message symbol (YY) and continue on across the line; three per line. Enter a single End of Message symbol (Y) after the last clearing officer's name.

Example:

(Fourth clearance line and third officer) EUR/POL:J DOE+
(The rest of the telegram header and text).

YY

(2 lines)

EAP/EX:JHSMITH AIE/EMB/LAR/AND:P BIRDSONG Y

- c. All drafting, approving, and clearing officers must clear.

5 FAH-1 H-235.6 How to Apply the Desired Distribution

(CT:CH-25; 12-17-2009)

- a. Entries in the distribution field are not mandatory. However, an entry can alert the analyst or Automated Message Analysis and Dissemination System (AMADS) of the minimum distribution needed. After transmission, the Communications Center will make the necessary copies and apply the default or desired distribution.
- b. Enter a distribution symbol to modify the default distribution pattern. Enter the office symbol or agency (if other than State) and the number of copies (printed paper) needed. Separate each office or agency entry by a comma and a space.

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Spell out agency names (e.g., Commerce, Agriculture, etc.). The AMADS processor will ignore an incorrect or invalid distribution symbol(s).

5 FAH-1 H-235.7 How to Format Action Addressees and Their Precedences

(CT:CH-25; 12-17-2009)

- a. Enter a precedence designator (e.g., IMMEDIATE, PRIORITY, ROUTINE) and addresses in the action addressee field. A telegram does not necessarily have to have an action addressee. Use this format:
 - (1) List the first addressee preceded by its precedence designator;
 - (2) Precedence designators, except for ROUTINE addressees, follow subsequent addressee entries;
 - (3) The first ROUTINE addressee is listed with the precedence designator before the post name. Do not enter the precedence designator for all other routine addressees; and
 - (4) A comma must separate each addressee.

Example:

IMMEDIATE PARIS, TOKYO IMMEDIATE, THE WHITE HOUSE, IMMEDIATE,
BERLIN PRIORITY, ROUTINE SEOUL, BANGKOK, MANILA

- b. When entering more action addressees than will fit on the two lines allotted, end the second line with a plus sign (+). List the remainder of the action addressees below the text as follows:
 - (1) Start on the left margin two lines below the end of message symbol (YY), or if there are additional clearers, two lines after the last line of clearing officers;
 - (2) List each addressee on a separate line;
 - (3) Except for routine addressees, precede each addressee with its precedence designator;
 - (4) Do not list the precedence designator for routine addressees; and
 - (5) Add a single "Y" two spaces after the last addressee.

For example:

(The rest of the telegram header and text).

YY

(2 lines)

EAP/EX:JHSMITH AIE/EMB/LAR/AND:P BIRDSONG Y

ABIDJAN IMMEDIATE

ACCRA PRIORITY

GENEVA Y

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- c. Use existing collective addressees to obviate listing a long list of addressees on an outgoing telegram. When modifying a collective address, follow the collective address with a comma, space, "XMT," and the name(s) of the posts in the collective that will not receive the telegram. Refer to 5 FAH-1 H-223.4 for more information on using collective addresses.

For example:

IMMEDIATE PARIS, ROUTINE WTO C, XMT Dublin, Hamburg

- d. List military addressees in this ACTION field if they are on the list (ACP-117) maintained by the communications center (call its Help Desk at (202) 647-8845 for more guidance). Follow the format mentioned in 5 FAH-1 H-223.3c. If the military addressee is not on this list, it must be listed on a separate sheet with a note to the communications center to treat it as an "additional addressee." Follow these guidelines to list such addressees on a separate sheet:

- (1) List each military addressee on a separate line; and
- (2) Add the precedence designator after each military addressee.

For example:

(8 spaces)/USCINCEUR VAIHINGEN GE//P403/P40 I// PRIORITY
RUEKJCS/JCS WASHDC/PRIORITY

- e. For telegrams to or from the American Institute in Taiwan (AIT), see 5 FAH-1 H-223.6.
- f. See 5 FAH-1 H-220, Precedence Designators and Addressees, for more guidelines.

5 FAH-1 H-235.8 How to Format Information Addressees and Their Precedences

(CT:CH-25; 12-17-2009)

- a. This is not a mandatory field. To inform certain posts of the subject matter of the telegram, list them as INFO addressees. Use the same format as in the ACTION Precedence/Addressees field, 5 FAH-1 H-235.7.
- b. If there is a need to enter more INFO addressees than will fit on the two lines, end the second line with a plus sign (+). Enter the remaining INFO addressees two lines below either the end of message symbol (YY), any additional clearers, or any additional ACTION addressees.

For example:

(The rest of the telegram header and text).

YY

(2 lines)

EAP/EX:JHSMITH AIE/EMB/LAR/AND:P BIRDSONG Y
ABIDJAN IMMEDIATE

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ACCRA PRIORITY
GENEVA Y
TEL AVIV PRIORITY
DAMASCUS PRIORITY
ATHENS Y

- c. For telegrams to or from AIT, (see 5 FAH-1 H-223.6).
- d. Refer to 5 FAH-1 H-220, Precedence Designators and Addressees, for more guidelines.

5 FAH-1 H-235.9 How to Enter Special Handling Captions

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

This is not a mandatory field. See 5 FAH-1 H-216.1 for more information on special handling captions.

5 FAH-1 H-235.10 How to Enter Distribution and Captions and Attention Indicators

(CT:CH-25; 12-17-2009)

- a. These are not mandatory fields. When there are entries for one or both of these fields, enter captions before attention indicators. See 5 FAH-1 H-216.2 through 216.5 for more information on distribution captions and attention indicators.
- b. When preparing an Official Informal telegram, enter the caption "OFFICIAL INFORMAL" before any attention indicators.
- c. When preparing SBU telegrams, enter the word "SENSITIVE" on the caption line immediately after any captions (e.g., HR CHANNEL, SENSITIVE). If the telegram is not releasable to foreign nationals, insert NOFORN after SENSITIVE (e.g., SENSITIVE, NOFORN). See 5 FAH-1 Exhibit H-235.10 for a sample SBU telegram.

5 FAH-1 H-235.11 How to Enter E.O. 12958 Information

(CT:CH-25; 12-17-2009)

- a. If the telegram is unclassified or SBU, enter N/A on the E.O. 12958 line.
- b. For classified telegrams, enter the declassification information. See 5 FAH-1 H-217.1 and 5 FAH-3 H-700 for this and other information on E.O. 12958 entries.
- c. If the telegram is classified, the following information must be included in an unnumbered paragraph preceding the first paragraph of text:

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- (1) The name and position of an original classification authority classifying the telegram and the reason(s) it warrants classification derived from section 1.4 of Executive Order 12958, as amended.

Example: Classified by John Doe, IRM, Reasons 1.4 (b and d); or

- (2) Derivative classification authority information (either the Department of State Classification Guide abbreviated DSCG, plus edition and section, or the details of the already classified source from which classification markings are derived).

For example:

DRV from DSCG 05-01, B and D; or

DRV from December 16, 2008 Memo from M to S entitled
"Multinational Space Station Expenditures."

- d. For guidance on portion marking, marking foreign government information, derivative classification marking and downgrading (see 5 FAH-1 H-132, H-133, H-134, H-212, 5 FAH-3 H-700, and the DSCG on ClassNet).
- e. For more information on E.O. 12958 on the Internet, refer to the Department of State Bureau of Administration's FOIA or Office of Information Programs and Services OpenNet sites.

5 FAH-1 H-235.12 How to Enter TAGS

(CT:CH-25; 12-17-2009)

- a. List a Subject TAGS first on the TAGS line. Enter the appropriate TAGS acronym(s). Separate more than one entry with a space or comma. On CableXpress, type in the TAGS in the required order. Using the pull down menu will result in alphabetical listing of the selected TAGS.
- b. If including a personal name(s) on the TAGS line, use the full name. Begin with the last name followed by a comma, first name and middle initial (no period); enclose each person's name in parenthesis. Do not include any other information in these parentheses.
- c. For more information on TAGS, (see 5 FAH-1 H-217.2).

5 FAH-1 H-235.13 How to List the Subject

(CT:CH-25; 12-17-2009)

Enter the subject line that best reflects the content of the telegram. Start two spaces after the preprinted word on the line (see 5 FAH-1 H-217.3). For CableXpress, enter the subject in the subject field. Use TERMS whenever possible. In the case of a regular report, include the report number (e.g., Report No. F-93-2).

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NOTE: Do not use "O/I" on the Subject Line for Official Informal telegrams.

5 FAH-1 H-235.14 How to Enter References

(CT:CH-25; 12-17-2009)

When listing references, enter "REF:" two lines below the subject line. On CableXpress, enter the references in the reference field. Follow the guidelines listed in 5 FAH-1 H-217.4 to list all references.

5 FAH-1 H-236 TEXT

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

Preparers must follow the guidelines listed below when entering the text of telegrams.

5 FAH-1 H-236.1 How to Space the Text

(CT:CH-25; 12-17-2009)

- a. Begin the text two lines below the subject line, or reference line, if there is one.
- b. Single-space text. Use only 55 characters, including punctuation and spaces, per line. Use Courier 12 point (10 pitch) only.
- c. Most macros define the margins for telegrams. When entering text, use a template of the previously used OCR form as a guide.
- d. Do not enter any text below line "0" of the plastic overlay. The scanner cannot read anything below this line and will omit it from the telegram.

5 FAH-1 H-236.2 How to Format Paragraphs

(CT:CH-25; 12-17-2009)

- a. Start each paragraph flush with the left margin.
- b. If the telegram contains more than one paragraph, number each paragraph consecutively (do not number a single paragraph).
- c. Wholly unclassified cables do not require (U) portion marking, only N/A in the EO 12958 line.
- d. Include the classification of each paragraph in a classified document immediately after the paragraph number. Use the first letter of the classification level enclosed in parenthesis; for example (U), (C), or (S). If the paragraph has controlled distribution, enter handling captions such as REL TO (followed by trigraph initials for countries allowed access - always start with USA) or NOFORN.

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Examples:

Secret/REL TO USA, CAN, MEX

Secret/Noform or (S/NF)

If the paragraph is not numbered, such as the summary paragraph, the classification marking precedes the text and is flush to the left margin.

- e. Place the first column of any tabulated material flush with the left margin.

NOTE: See 5 FAH-1 H-235.11 c and 5 FAH 3 H-700 for additional information on classified telegrams.

5 FAH-1 H-236.3 When and How to use a Summary Paragraph

(CT:CH-25; 12-17-2009)

- a. If the telegram is over three pages long, summarize the content. Enter an unnumbered paragraph immediately above paragraph one, but after any classifier information. Begin the summary paragraph by the words "BEGIN SUMMARY"; end this paragraph by the words "END SUMMARY." In this paragraph, enter a brief but concise summary of the telegram.
- b. Mark the classification or control of this paragraph as instructed in 5 FAH-1 H-236.2 c.

5 FAH-1 H-236.4 When and How to Use Abbreviations and Quotations

(CT:CH-25; 12-17-2009)

- a. Abbreviate words if used frequently. If word(s) are used only once or twice, spell them out. Spell out the abbreviation or acronym the first time used (unless it is universally understood), adding the shortened form in parenthesis. For example: Headquarters U.S. NATO (Hqs USNATO) – in this example NATO is a well-established acronym so spelling it out is unnecessary. Abbreviate Federal agencies, international organizations, and foreign governments as in FBI (Federal Bureau of Investigations) and UNDP (United Nations Development Programme).
- b. Do not use contractions. For example, use "cannot" instead of "can't."
- c. Use quotation marks for short quotations. If the quotes are lengthy, use the word "QUOTE" at the beginning and "UNQUOTE" at the end of the quoted material.

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5 FAH-1 H-236.5 Underlining

(TL:CH-4; 07-31-2002)

Underlined words in a telegram cannot be read telegraphically. Indicate underlined text by entering "BEGIN UNDERLINE" at the beginning and "END UNDERLINE" at the end of text.

5 FAH-1 H-236.6 Unacceptable Symbols

(TL:CH-4; 07-31-2002)

- a. CableXpress will not reject outbound telegrams due to invalid special characters. Prior to electronic transmission, invalid characters will be translated to valid characters. The following list details which special characters are translated in CableXpress and the translation.

Special Character	Translation in CableXpress
\ Backslash	/ Forward slash
Broken vertical bar (pipe)	Space
^ Caret	Space
` Grave accent	Space
_ Underscore	Space
~ Tilde	Space
+ Plus sign	(Open parenthesis
[Open bracket	(Open parenthesis
{ Open braces	(Close parenthesis
] Close bracket	(Close parenthesis
} Close braces	

- b. The following symbols must not be used in the text of telegrams created using the TERP system overseas:

\	Back slash;
{ }	Braces;
[]	Brackets;

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	Broken vertical bar;
^	Caret;
¢	Cent sign;
`	Grave;
+	Plus sign; and
~	Tilde.

- c. As a substitute for braces and brackets, use only the open and close parentheses found on the uppercase "9" and "0" keys.

5 FAH-1 H-236.7 Corrections

(CT:CH-25; 12-17-2009)

On a long telegram, do not redo the entire telegram, only the page(s) with the changes. For example, in a three-page telegram, if page 2 is revised so that only half of the page has text, this is permissible as long as the End of Message symbol is not placed anywhere in the telegram except at the very end of the text.

5 FAH-1 H-236.8 End of Message

(TL:CH-4; 07-31-2002)

To end the message, enter two capital "Y"s (YY) two spaces after the end of the text.

5 FAH-1 H-236.9 Succeeding Pages

(TL:CH-4; 07-31-2002)

For the second and all other pages, place the appropriate security classification, control designation, or "Unclassified" in the designated space.

5 FAH-1 H-237 REVIEW, SIGNATURE, AND ASSEMBLY

5 FAH-1 H-237.1 Review

(TL:CH-4; 07-31-2002)

The originating office must ensure the accuracy, clearance, and approval of each telegram before the telegram is forwarded to the Communications Center (IRM/OPS/MSO/MSMC) for transmission. A thorough review includes the following:

- (1) All necessary information has been entered accurately on the telegram and

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alignment has been checked;

- (2) Telegram has been cleared and initialed (S/ES-O clearance obtained if necessary);
- (3) Telegram is complete and additional pages attached and the end of message symbols appear at the end of text;
- (4) Reference material has been removed; and
- (5) The paper telegram is not folded, crumpled, or torn.

5 FAH-1 H-237.2 Signature

(CT:CH-25; 12-17-2009)

- a. The Communications Center (IRM/OPS/MSO/MSMC) will place the name of the Secretary on all telegrams to posts.
- b. Domestic telegrams originated within the Washington metropolitan area and transmitted through the 5th Floor Communications Center will bear the signature name of the Secretary at the end of the telegram. If a "signed by" line is used, it must appear as part of the text before the "End of Message" symbol.

5 FAH-1 H-237.3 Assembly

(TL:CH-4; 07-31-2002)

- a. When the telegram is ready for transmission, forward the original copy to the Communications Center for processing and distribution. Retain one copy for the drafting office.
- b. Put any additional information on a sheet of paper and staple the sheet to the front of the telegram at the bottom right corner (attachments listing additional addressees, clearing offices, etc., could become detached from the telegram).
- c. Telegrams created using CableXpress and CLOUT are assembled and transmitted according to the procedures for each application.

5 FAH-1 H-238 AND H-239 UNASSIGNED

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**5 FAH-1 EXHIBIT H-232
DEPARTMENT OUTGOING TELEGRAM USING
CABLEXPRESS**

*(CT:CH-25; 12-17-2009)
(Office of Origin: IRM/BMP/GRP/GP)*

SECRET

A/EX:RSFRANKLYN:RSF
02/20/04 (202) 647-3000 SERSF 000125 00
A/RM/AS:TJMCMILLAN
A/EX/PMD:K LYON
DS/SA

ROUTINE VIENNA
ROUTINE MRC FT LAUDERDALE

STADIS

VIENNA PASS AMBASSADOR

E.O. 12958: DECL: (END OF CONFERENCE or 12/31/10 whichever is earlier)

TAGS: AADP

(U) SUBJECT: TELEGRAM CREATED IN CABLEXPRESS

REF: A. LUSAKA O4041 B. 02 STATE 124678

Classified by: David Smith, Director, WHA/MEX, Department of State.

Reason:1.4(b)

1. (U) The CableXpress generated telegram is released instantly. It is created from a preformatted glossary that matches the standards of the old OCR form.

2. (S) Notice that the "Classified by" line is given in the first paragraph of the telegram. See 5 FAH-1 H-232 for further information regarding CableXpress telegrams. Since this portion contains classified national security information, it must be portion marked with the classification level of the information in this

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portion and, if this is the highest classification level of any portion of the message, Secret becomes the overall classification level for the cable.

SECRET

CLASSIFIED FOR EXHIBIT PURPOSES ONLY

UNCLASSIFIED (U)

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**5 FAH-1 EXHIBIT H-235.10
DEPARTMENT OUTGOING TELEGRAM SENSITIVE
BUT UNCLASSIFIED (SBU)**

*(CT:CH-25; 12-17-2009)
(Office of Origin: IRM/BMP/GRP/GP)*

UNCLASSIFIED

IRM/BPC/PRG:RRGARCIA
11/30/02 (202) 647-0000
M/EX/PMD:HRKING
IRM/BPC/PRG:EFSONG
IRM/OPS/MSO/MPD:KTCATCH IRM/OPS/SIO:MDGOOD

PRIORITY LONDON, TUNIS PRIORITY
BONN PRIORITY, WELLINGTON PRIORITY, BRUSSELS PRIORITY
LUSAKA PRIORITY

SENSITIVE

E.O. 12958: N/A

TAGS: AINF

(U) SUBJECT: SAMPLE SBU TELEGRAM
REF: TUNIS 2000

1. (SBU) This exhibit shows the proper format for preparing an SBU telegram. Enter "UNCLASSIFIED" under "classification" and "SENSITIVE" in the "caption" field.
2. (U) If the cable contains a caption, enter "sensitive" immediately after the caption (e.g., HR CHANNEL, SENSITIVE). If the cable is restricted from foreign nationals, enter NOFORN after SENSITIVE (e.g., SENSITIVE, NOFORN).
3. (SBU) Be sure to obtain proper clearance and approval before forwarding to the Communications Center for processing. Direct questions to IRM/OPS/MSO/MSMC/CIB at (202) 647-8845. YY

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