5 FAH-1 H-240
PREPARING TELEGRAMS AT POST

(TL:CH-09;   07-12-2004)
(Office of Origin: IRM/BPC/RG)

5 FAH-1 H-241 GENERAL

(TL:CH-09;   07-12-2004)
(Uniform all agencies)

a.   At posts abroad, most users draft and send telegrams electronically from their workstation. Although some posts can still send telegrams scanned from an Optical Character Reader (OCR), this method seldom is used at most posts.

b. Telegrams, prepared on a workstation, may be sent:

(1) Through the Common LAN Outbound Telegram (CLOUT) system on the unclassified network;

(2) Through CableXpress on the classified network;

(3) Via floppy diskette brought to the information programs center (IPC), especially for highly sensitive telegrams; or

(4) Via printout brought to the IPC. For such cables, page formatting must be set as follows:

▫   Print the telegram on plain white letter-size paper

▫   Use Courier or Courier New, 12 point (10-pitch)

▫   Set the margins to 1.25" left and right and 1" top and bottom, usually the default for Microsoft Word documents

▫   You must print the classification at the top and bottom of each sheet (header and footer)

▫   Signature block must not enter the text area that the OCR will scan

c. Direct your questions, comments, or problems concerning telegrams to your post's IPC.

5 FAH-1 H-242 CABLEXPRESS

(TL:CH-09;   07-12-2004)
(Uniform all agencies)

a.   *CableXpress is a telegram processing and handling application that resides on the ClassNet network.   You receive copies of incoming telegrams in your personal inbox. You can store them in your local archive, or you can call back old messages from the central archive.*

b.   *You may prepare and send telegrams using CableXpress. You can create telegram templates for frequently used addressee patterns and store them in CableXpress. Then, when you need to send a telegram, you use the correct template and just fill in the text.*

c.   *You must still obtain all required clearances for outgoing telegrams. However, you may send the draft telegram by e-mail to the clearance officers through CableXpress.*

d.   *Please refer to IRM's CableXpress User Manual for detailed instructions and guidelines. Most posts install an icon on the CX work page with a link to the user manual.*

5 FAH-1 H-243 COMMON LAN OUTBOUND TELEGRAM (CLOUT)

(TL:CH-09;   07-12-2004)
(Uniform all agencies)

a.   *The Common LAN Outbound Telegram (CLOUT) application sends outgoing unclassified telegrams as an e-mail attachment. At post, you send the e-mail to the TERP V communications terminal. IPC or the Information Systems Center (ISC) can inform you which addressee listing to use in the Global Address List of the OpenNet Plus network.*

b.   *Use Microsoft Word to draft a CLOUT message. You must save the message in MS Word format or as an ASCII text file if you did not use MS Word to create it.*

c.   *If you use the GLOMAC MS Word macro (available from your systems manager) to create the telegram, be sure to run the macro that removes the signature block from the margin. Alternatively, you may draft the telegram from a blank sheet following the pseudo-header format outlined in 5 FAH-1 H-245.*

d.   *You must not send these types of telegrams via CLOUT:*

(1) Classified telegrams; or

(2) MED Channel telegrams.

e. You must give IPC advance notice when you want to send these types of telegrams via CLOUT. IPC has to immediately confirm successful transmission of these type of messages:

(1) FLASH telegrams; and

(2) NIACT IMMEDIATE telegrams.

5 FAH-1 H-244 HOW TO PREPARE TELEGRAMS ON DISKETTE

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

a. If you need IPC to send a telegram for you, you may give it to IPC on a floppy diskette. The telegram format must follow the pseudo-header format for CLOUT transmission. That means there should not be a signature block in the margin.

b. Use only 3.5" floppy diskettes.

(1)   Use formatted diskettes or format them before the message is stored;

(2)   Confirm that each diskette contains only outgoing messages that you want IPC to send; and

(3)   If you are sending more than one telegram, list the names of the files either on the diskette label or on a separate sheet of paper. This confirms you know there are two or more files (telegrams) and that you want to send all of them.

c. Obtain all clearances and approvals before giving the diskette to IPC.

d. The diskette will be inserted in the TERP V terminal and from that time on will be considered classified. It will not be returned to an unclassified originating office.

5 FAH-1 H-245 HOW TO FORMAT OUTGOING TELEGRAMS

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

a. You must follow the pseudo-header format instructions listed in this sectio, when drafting an outgoing telegram for CLOUT, diskette, or print. **The pseudo-header must have six lines**. A seventh line is used to request an acknowledgement, using the operating signal, ZFF. See 5 FAH-2 H-228 for more information on the ZFF operating signal.

b. CableXpress will format an outgoing telegram automatically after your initial configuration (usually done by the systems administrator). See the CableXpress user manual—located in the CableXpress application—for instructions on how to create an outgoing telegram.

c. Outgoing telegrams are created on CableXpress by filling in the fields in the "New Cable" template and do not follow the pseudo-header format instructions listed in this subchapter. However, information entered in CableXpress fields follows the guidelines listed for the matching pseudo-header line.

5 FAH-1 H-245.1 Pseudo-Header Line 1: How to Mark the Classification

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

a. The classification line is the starting point for the scanner or OCR. All other entries must align with the classification line. Enter the classification of the telegram in full capitals. Spell out the classification, except for Unclassified Encrypt for Transmission Only (which should be entered as UNCLAS EFTO). For example: SECRET, CONFIDENTIAL, UNCLASSIFIED.

b. For Sensitive But Unclassified, enter UNCLASSIFIED on this line; add SENSITIVE on the caption line as instructed in 5 FAH-1 H-245.10.

c. See 5 FAH-1 H-245.10 Exhibit H-245.10 for an example of a pseudo-header format.

5 FAH-1 H-245.2 Pseudo-Header Line 2: How to Enter the Charge Symbol and Date

(TL:CH-09;   07-12-2004)
(Uniform all agencies)

a. IPC and the post's management use the charge symbol for tallying telegraphic workloads. The charge symbol is usually in the form of the drafting agency's name. You can get a current list of all charge symbols used at post. Enter the charge symbol in full capitals on this line.

b. Two spaces after the charge symbol enter the drafting date of the telegram. Use the form mm/dd/yyyy. TERP uses this date on the outgoing telegraphic format as the date-time-group.

5 FAH-1 H-245.3 Pseudo-Header Line 3: How to List the Approving Officer

(TL:CH-09;   07-12-2004)
(Uniform all agencies)

The approving officer is the person who authorizes the release of the telegram for transmission. Enter the complete office symbol, followed by a colon, the first and middle initials, and the last name of the approving officer. (If the approving officer has no middle initial, enter the first initial and last name.)

5 FAH-1 H-245.4 Pseudo-Header Line 4: How to List Drafting Officer

(TL:CH-09;   07-12-2004)
(Uniform all agencies)

On this line, enter your complete office symbol followed by a colon, your first and middle initials, and your last name. (If you have no middle initial, enter your first initial and last name.) If the preparer is someone other than the drafter, that person's initials should follow your name preceded by another colon. See 5 FAH-1 H-245.10 Exhibit H-245.10 for an example of a pseudo-header format.

5 FAH-1 H-245.5 Pseudo-Header Line 5: How to List Clearances

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

a.   To list a clearing officer, enter the agency and/or office symbol followed by a colon, first and middle initials, and last name of the clearing officer. (If the clearing office has no middle initial, enter the first initial and last name.) If there is more than one clearing officer, list them horizontally separated by a comma and space.

b. You must use only line five of the pseudo-header for clearing officers. If you have more than will fit on this one line, consider shortening the names by using only initials, or use your post's procedures.

c. If you do not require anyone to clear your telegram, enter the word "NONE" on this line. You must not leave this line blank or skip it (i.e., by entering the distribution on line five of the pseudo header).

5 FAH-1 H-245.6 Pseudo-Header Line 6: How to Apply the Desired Distribution

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

a.   TERP V uses dissemination symbols to specify a predetermined distribution pattern. This line is mandatory. **The first entry on this line must be the dissemination symbol** that provides the distribution pattern you want. IPC can provide you a list of all the dissemination symbols in use at your post. They usually differ from post to post.

b. In addition to dissemination symbols, TERP V uses office symbols to further define distribution. You may add to the distribution pattern by listing an office symbol(s) after the dissemination symbol. List office symbols on the same line separated by a space. IPC can provide you with a list of all the office symbols in use at your post.

c.   If there is no dissemination symbol that matches your desired distribution pattern, you may request IPC create one, if you will use it more than once. Otherwise, you may enter the word "NONE" followed by the office symbols of your desired distribution. For example: NONE MGT RSO HR (the last three acronyms are office symbols).

d. Take special note of the dissemination symbols designed specifically for certain distribution channels, such as EXDIS, NODIS, STADIS, ROGER CHANNEL, etc. If you use the wrong dissemination symbol on these types of telegram, they could be distributed to the wrong offices and could result in security incidents.

5 FAH-1 H-245.7 How to Request an Acknowledgment

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

a. On the line following the six-line pseudo-header, you may add the operating signal "ZFF." At posts abroad, you must request an acknowledgement for high precedence (for example, NIACT IMMEDIATE) or special handling captioned telegrams (for example, NODIS). You would normally use one of these two ZFF operating signal:

(1) ZFF1   Acknowledgment requested from action addressees; or

(2) ZFF4   Acknowledgment requested from action addressee message center.

b. The IPC can provide you with additional information or enter other appropriate operating signals as necessary.

c. When you do not need an acknowledgement, leave this line blank.

5 FAH-1 H-245.8 How to List the Originating Post

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

a. On the line immediately following the acknowledgment request (if any) list the originating organization and post. This may be an embassy, a consulate, a mission, an office, or a military entity.

b. When listing an embassy or a consulate, precede it with "Am" and add the post separated by a space (for example, Amembassy Bangkok or Amconsul Chiang Mai).

c. Missions and offices are preceded by "US" and are contracted to USOffice or USMission (.e.g., USOffice ELSO Antwerp, or USMission USUN New York).

d. If your telegram is from a military entity authorized to send in its name from your mission, it uses its own originating address, for example JUSMAGTHAI Bangkok TH or USDAO Bangkok TH. Most military addressees use the country digraph at the end of addressees in their telegrams. IPC can provide more information on its formats.

5 FAH-1 H-245.9 How to List the Action and Information Addressees and Their Precedences

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

a. Action addressees are listed immediately after the line containing the originating post. If there is no action addressee, the info addressees start on this line instead.

b.   Addressees, both action and info, are listed in order of their precedence; higher precedence addressees first. The precedence, except for Routine, are listed after each post listing, separated by a comma and space.

c. List all the action addressees first; use full capitals for these lines. It is not necessary to include the word "ACTION" for this group. For example, a telegram from Beijing going action to Seoul as an immediate and to Tokyo as routine, would be listed as follows:

(1) AMEMBASSY BEIJING;

(2) AMEMBASSY SEOUL, IMMEDIATE; and

(3) AMEMBASSY TOKYO.

d.   List the info addressees immediate after the last of the action addressee, or after the originator if there is no action addressee. Precede the first info addressee with the word "INFO" and space. Follow the format for action addressees. For example, if you want to send a telegram from Beijing to Seoul as an action priority; to Hong Kong as an info priority; Hanoi as an info routine; would be listed as follows:

(1) AMEMBASSY BEIJING;

(2) AMEMBASSY SEOUL, PRIORITY;

(3) INFO AMCONSUL HONG KONG, PRIORITY; and

(4) AMEMBASSY HANOI.

e. You may use only field originated collective addresses for outgoing telegrams from post. If you want to modify a collective address on the line after the last addressee (action or info) add XMT. On the same line enter the post name. Add any more exempted posts below this line, one per line. Refer to 5 FAH-1 H-223.4 for more information on using collective addresses. For example, if you want to send from Beijing a telegram action to Secstate as an immediate, info to RIMC EAP Collective as a routine, but you don't want it to go to Vientiane as it is on minimize, you would list them as follows:

    (1) AMEMBASSY BEIJING;

    (2) SECSTATE WASHDC, IMMEDIATE;

    (3) INFO RIMC EAP COLLECTIVE; and

    (4) XMT AMEMBASSY VIENTIANE.

f. You may list military addressees in either the ACTION or INFO group if they are on the CableXpress database (call your IPC for more guidance). Follow the format mentioned in 5 FAH-1 H-223.3. If the military addressee is not on this list, you must make sure it has a location (city and country) included. IPC will be able to look up the routing indicator for its servicing communications center.

g. For telegrams to AIT WashDC, enter in the caption line "Dept For AIT/WashDC" or "Dept Also For AIT/WashDC." To send a telegram to AIT Taipei or Kaohsiung, see 5 FAH-1 H-223.6.

h. See 5 FAH-1 H-220, Precedence Designators and Addressees for more guidelines.

5 FAH-1 H-245.10 How to Enter Special Handling Captions

(TL:CH-09;   07-12-2004)
(Uniform all agencies)

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

b. You must use the special dissemination symbol created for each specific Special Handling Caption to ensure desired limited distribution.

5 FAH-1 H-245.11 How to Enter Distribution and Captions and Attention Indicators

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

a.   These are not mandatory fields (Other Captions and FreeForm Captions on CableXpress' outgoing telegram form). If you have 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. If you are preparing an Official Informal telegram, you must enter the caption "OFFICIAL INFORMAL" before any attention indicators.

c. If you are preparing SBU telegrams, enter the word "SENSITIVE" on the FreeForm Caption line immediately after any captions (for example, PER CHANNEL, SENSITIVE). If the telegram is not releasable to foreign nationals, insert NOFORN after SENSITIVE (for example, SENSITIVE, NOFORN). See 5 FAH-1 H-235 Exhibit H-245.11 for a sample SBU telegram.

5 FAH-1 H-245.12 How to Enter E.O. 12958 Information

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

a. If your 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 for this and other information on E.O. 12958 entries.*

c.   If your telegram is classified, you must include an unnumbered paragraph preceding the first paragraph of text, the following information:

(1) The name and position of the officer classifying the telegram

(2) The reason it is classified, derived from section 1.5 of Executive Order 12958. For example:

(U) Classified by John Doe, Ambassador, Reason 1.5b and d.

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, and H-212. For more information on E.O. 12958 on the Internet, go to the Department of State's FOIA Internet site, or see 5 FAH-3 H-700.

5 FAH-1 H-245.13 How to Enter TAGS

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

a.   *You must list a Subject TAGS first on the TAGS line. 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 you need to include 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-245.14 How to List the Subject

(TL:CH-09;   07-12-2004)
(Uniform all agencies)

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 freeform drafting. For CableXpress, enter the subject in the subject field. Use TERMs whenever possible (see 5 FAH-3 TAGS/TERMS Handbook). In the case of a regular report, include the report number (e.g., Report No. F-93-2).

NOTE: *You can no longer use "O/I" on the Subject Line for Official Informal telegrams.*

5 FAH-1 H-245.15 How to Enter References

(TL:CH-09;   07-12-2004)
(Uniform all agencies)

If you need to list references, enter "REF:" two lines below the subject line if you are drafting free form. 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-246 TEXT

(TL:CH-09;   07-12-2004)
(Uniform all agencies)

Preparers must follow the guidelines listed below when entering the text of telegrams. CableXpress (CX) and the MS Word macro, GLOMAC, will

automatically set margins, word wrap, and set the font and point size. The following sections are for freeform drafting; you may use them as guides when using CX or GLOMAC, especially in formatting the text.

5 FAH-1 H-246.1 How to Space the Text

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

a. You must 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. If you are drafting freeform, set the margins for 1.25 inches top, bottom, and left. Set the right margin for 1.75".

5 FAH-1 H-246.2 How to Format Paragraphs

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

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. You must include the classification of each paragraph immediately following the paragraph number. Use the first letter(s) of the classification enclosed in parenthesis; for example (U), (C), (S), or (TS). If the paragraphs is administratively controlled, enter (SBU); or (SBU/N) for SBU/NOFORN.

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

NOTE: If the telegram is classified, see 5 FAH-1 235.11.c for additional information.

5 FAH-1 H-246.3 When and How to use a Summary Paragraph

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

a. If your telegram is over three pages long, you must 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. You must mark the classification or control of this paragraph as instructed in 5 FAH-1 *H-236.2 c.*

5 FAH-1 H-246.4 When and How to Use Abbreviations and Quotations

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

a. You may abbreviate words if used frequently. If you use a word only once or twice, you should spell it out. Spell out the abbreviation or acronym the first time you use it, adding the shortened form in parenthesis. One exception to this rule would be Headquarters U.S. NATO (Hqs USNATO), for example. NATO is a well-established acronym so spelling it out is unnecessary. You may also 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 (e.g. can't instead of cannot).

c. You may 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.

5 FAH-1 H-246.5 Underlining

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

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-246.6 Unacceptable Characters

(TL:CH-09;   07-12-2004)
(Uniform all agencies)

a. To conform to the parameters of the variety of telegraphic processors used in the Department's telegraphic network, do not use the symbols listed below:

(1) \   back slant;

(2) {} braces;

(3) [ ] brackets;

(4) ¦   broken vertical bar;

(5) ^   caret;

(6) ¢   cent sign;

(7) `   grave;

(8) +   plus sign;

(9) %   percent sign;

(10)_   underscore;

(11)~   tilde;

(12)>   greater than; and

(13)<   less than.

b.   Do not use the double cross hatch (##) anywhere in the text as it signals the end of message to TERP. TERP would omit anything after the double cross hatch from the message. You should not use a single cross hatch within the text, especially at the beginning of a new line.

5 FAH-1 H-246.7 Error Correction

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

You can easily correct telegrams prepared on a workstation before printing the final copy or sending electronically. Submission should be error-free, especially in the pseudo-header, to successfully send the telegram electronically. IPC personnel will correct any errors, whenever possible, if the telegram spills to an error queue.

5 FAH-1 H-246.8 End of Message

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

*Use the double cross hatches (##) on outgoing **paper** telegram form, after the principal officer's name, to indicate to the OCR that it is the end of that message. Do not use the end of message indicator (double cross hatch) for outgoing telegrams sent electronically or telegrams submitted on diskette. The message ends with the signature of the principal officer's signature (name).*

5 FAH-1 H-246.9 Succeeding Pages

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

For the second and all other pages of printed outgoing telegrams, enter the appropriate security classification, control designation, or "Unclassified" on the top and bottom of each page (header and footer).

5 FAH-1 H-247 REVIEW, SIGNATURE, AND ASSEMBLY

5 FAH-1 H-247.1 Review

(TL:CH-09; 07-12-2004)
(Uniform all agencies)

You must ensure the accuracy, clearance, and approval of each telegram before the telegram is forwarded to the IPC for transmission. To do this, make sure:

(1) You entered all the necessary formatting information accurately on the telegram and alignment is correct;

(2) The telegram was cleared and authorized prior to release

electronically. IPC has to assume all clearances and authorities were obtained as they do not see the telegram until unless it spills to an error queue;

(3) For paper copies, you obtained all the required initials prior to delivering it to IPC;

(4) For paper copies, the telegram is complete with all pages attached, paper is not folded or mutilated, the end of message symbols (##) appear at the end of text;

(5) You have removed all reference material; and

(6) Dissemination symbols are correct and additional office symbols, if any, are correct.

5 FAH-1 H-247.2 Signature

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

a.   At some posts, the principal officer's name is automatically added to the end of the telegram by CableXpress. Check with your IPC on the local procedures.

b. If local procedures require you to add the principal officer's name (signature) at the end of the message, be sure to add the correct name. When the Ambassador is out of the host country, the Charge's name is used in place of the Ambassador's.

c.   Some military entities at post, as well as certain foreign affairs agencies, are authorized to use their own signatures. Check with IPC if you fall into one of these categories.

5 FAH-1 H-247.3 Assembly

(TL:CH-09;   07-12-2004)
(Uniform all agencies)

a. If you are sending a telegram as a printout or on diskette, retain a tickler copy until you receive the "comeback" copy.

b.   Telegrams created using CableXpress and Common LAN Outbound Telegram (CLOUT) are assembled and transmitted according to the procedures for each application. For CLOUT, it is a good practice to retain a tickler copy until you receive the "comeback" copy.

5 FAH-1 H-248 THROUGH H-249 UNASSIGNED

5 FAH-1 H-212 Exhibit H-245.10 POST OUTGOING TELEGRAM PSEUDO-HEADER

(TL:CH-09;   07-12-2004)
(Office of Origin: IRM/BPC/RG)

UNCLASSIFIED

PROG 10/01/02

DCM:KLVANDAMME

ADM:JMJONES:CF

POL:TPHOUSE, ECON:AJSMITH

PER1 POL ECON

ZFF-6

AMEMBASSY BANGKOK

SECSTATE WASHDC PRIORITY

INFO AMEMBASSY BEIJING PRIORITY

AMCONSUL HONG KONG

USDAO SINGAPORE SP

HR CHANNEL

Dept also pass to ASEAN Collective

E.O. 12958: N/A

TAGS: APER, ATRN

SUBJECT: PSEUDO-HEADER: USE FOR TELEGRAMS FROM POST (U)

Ref: a) 00 State 12345, b) 01 Singapore 98, c) USDAO Singapore DTG 021437Z MAR 01

1. (U) The pseudo header format consists of the first six lines of an outgoing telegram format. This includes, from the top down: classification, charge symbol and date, authorizing officer, drafting officer, clearing officer(s), distribution.

2. (U) The seventh line may be used to request an acknowledgment of receipt from the action or info addressee or their communications center.

3. (U) The next block lists the addressees in order of precedence. The first line of this block is the originating post. This is followed by the action addressees, if any. Note that the word "ACTION" is not entered. Following the action addressees are the info addressees, if any. The first info addressee is preceded by the word "INFO."

4. (U) After the last addressee, you list in the following order any special handling captions; any distribution captions, any attention indicators.

5. (U) After the last of the attention indicators, you list the E.O. 12958, TAGS, and SUBJECT lines. Some telegrams with distribution captions do not require TAGS.

6. (U) The reference line, if any, is entered two lines below the subject line.

7. (U) The body of the text starts two lines below the reference line. Each paragraph is numbered and the classification marked.

8.   (U) The last required item on an outgoing telegram is the signature and end of message symbols (for printed telegrams). If the message is sent via CLOUT or CableXpress, omit the end of message symbols (##). Hawthorne##

5 FAH-1 H-245 Exhibit H-245.11
POST OUTGOING TELEGRAM (PRINTOUT)
SBU NOFORN

(TL:CH-09; 07-12-2004)
(Office of Origin: IRM/BPC/RG)

```
UNCLAS EFTO
PROG 11/01/02
AMB:RRGARCIA                                            APV:
MGT:ABCHARLES:FM                                        DFT:
RSO:DHARRY                                              CLR:
MGT1 FMC RSO


AMEMBASSY PARIS
SECSTATE WASHDC, IMMEDIATE
INFO AMCONSUL STRASBOURG


STADIS


SENSITIVE


NOFORN


STRASBURG FOR CONGEN


E.O. 12958:  N/A
TAGS:  APER
SUBJECT:  POST STAFFING PATTERN


1.   (SBU/NF) this is a sample outgoing telegram depicting
SBU NOFORN format, multiple addressees, captions and the
correct placement of approving, drafting and clearing
officers in the pseudo header.


2.   (SBU/NF) this example shows the special handling
caption STADIS.  When used, STADIS must appear as the first
caption.  STADIS must be classified or administratively
controlled.  STADIS may be used with EXDIS.
Matthews##
```

NOTE: *SBU NOFORN requires the classification of
Unclassified-Encrypted for Transmission Only (UNCLAS EFTO)
and must be processed on the classified system.*
MARKED AS ADMINISTRATIVELY CONTROLLED FOR EXHIBIT PURPOSES ONLY