

12 FAH-3 H-320 TELECOMMUNICATIONS

12 FAH-3 H-321 FEDERAL TELECOMMUNICATION SYSTEM

(TL:FOMH-1; 12-4-95)

The Federal Telecommunication System (FTS) is a U.S. Government network of leased long-distance circuits. In any instance where DS employees must make long-distance calls, field office personnel must use FTS to the fullest extent possible and use it for official U.S. Government business only.

12 FAH-3 H-322 COMMERCIAL SERVICE

(TL:FOMH-1; 12-4-95)

Contact DS/OA/ASD regarding this service.

12 FAH-3 H-323 CELLULAR PHONES

(TL:FOMH-1; 12-4-95)

The SAC will make requests for the purchase of cellular phones through DS/DSS/FLD. Agents should use such phones only when access to other telephones is not possible or practical. Due to the high cost of usage of these units, SACs are expected to exercise tight control over their use.

12 FAH-3 H-324 PAGERS

(TL:FOMH-1; 12-4-95)

The SAC will make requests for pagers through DS/DSS/FLD. As a matter of policy, each field office should have sufficient pagers available to ensure that either the SAC or headquarters can contact at least half of the assigned agents in an emergency. All agents assigned to resident offices must have and carry a pager.

12 FAH-3 H-325 SECURE TELEPHONE UNITS (STU-III)

(TL:FOMH-1; 12-4-95)

Each field office is equipped with a secure telephone (STU-III). The SAC or ASAC must secure the control key for these units in an approved security container when not in use. The SAC or ASAC must report immediately the

loss of the STU-III and any of its associated equipment to DS/DSS/FLD. See also 12 FAH-3 H-326 paragraph b.

12 FAH-3 H-326 FACSIMILE MACHINES

(TL:FOMH-1; 12-4-95)

a. Each field office maintains a facsimile (FAX) machine for official use only. SACs will assign an agent as the FAX systems manager of the field office. The field office will transmit time sensitive information by FAX. Examples of such information include:

- (1) Protective assignments;
- (2) Manpower reports;
- (3) Copies of 9 and 12 point TECS;
- (4) Background investigation summaries; and
- (5) Information memoranda for Washington, D.C. headquarters.

b. Each field office is equipped with a secure FAX in connection with their STU-III installation.

c. Field offices must send all classified or sensitive information over the secure FAX. The field office will send all classified material in accordance with instructions contained in Chapter 12 FAM 500. See also section 12 FAH-3 H-332 .

d. The field office FAX system manager will handle repair and maintenance of the FAX machines. The manager should contact the DS, Management Information System Division (DS/OA/SYS) for repair information. DS/OA/SYS will advise the manager of an appropriate FAX repair representative in the field office area.

12 FAH-3 H-327 OSAC BULLETIN BOARD

(TL:FOMH-1; 12-4-95)

a. The Electronic Bulletin Board (EBB) is an unclassified data base containing foreign security information, such as:

- (1) Police and regional security officer (RSO) telephone numbers;
- (2) Reports on crime and security conditions in individual countries;
- (3) Travel advisories;
- (4) Terrorist group profiles; and

(5) Other pertinent information.

b. The Office of Intelligence and Threat Analysis (DS/DSS/ITA) in the Bureau of Diplomatic Security is responsible for developing and maintaining the EBB and for advising U.S. firms on security conditions abroad. U.S. firms with personnel and/or facilities abroad can access the EBB directly via telephone modem.

c. State and local officials cannot access the EBB directly. However, in accordance with DS policy, if these officials request information from the EBB for official purposes, the field offices may provide it at their discretion.

d. Each field office SAC will designate one or more special agents as EBB control officers. The control officer will be responsible for responding to requests for EBB information from state and local officials. DS employees will use the EBB Users Guide to obtain the information requested and provide it to the requesters. The EBB control officer should also maintain contact with DS/DSS/OSAC, which will assist with any access problems.

12 FAH-3 H-328 AND H-329 UNASSIGNED