

5 FAH-2 H-440 CAPTIONS AND HANDLING INSTRUCTIONS FOR THE INFORMATION MANAGEMENT SPECIALIST (IMS)

(CT:TEL-29; 07-16-2008)
(Office of Origin: IRM/BPC/PRG)

5 FAH-2 H-441 CAPTIONS

(CT:TEL-29; 07-16-2008)
(State Only)

The special handling captions, distribution *captions*, and channel captions described *in this subchapter* include advice for IM personnel in transmitting, handling, and delivering these *messages* at post. You must send your requests to add or delete special handling captions, distribution captions, or channel captions to IRM/BPC/PRG who will coordinate the action with the appropriate bureau(s), IRM/OPS/MSO and S/ES-O.

5 FAH-2 H-442 WHAT ARE SPECIAL HANDLING CAPTIONS

(CT:TEL-29; 07-16-2008)
(State Only)

Special handling captions *as a group are not* inherently similar in content, *but are used* to meet *specific* internal dissemination and sorting requirements in the Main State Messaging Center and at posts abroad. (See *5 FAH-1 H-216.1.*) A special handling caption, when used, is the first caption listed after the message reference number (MRN).

5 FAH-2 H-442.1 When and How to Use AGRÉMENT CHANNEL

(CT:TEL-29; 07-16-2008)
(State Only)

- a. Use AGRÉMENT channel for communications between the ambassador and the Secretary.
- b. *Messages* with this caption deal with AGRÉMENT requests for U.S.

ambassadors and ministers, and issues relating to the appointment, resignation, or transfer of a U.S. chief of mission or chargé d'affaires.

- c. Do not assign NODIS or EXDIS captions to AGRÉMENT channel *messages* as the AGRÉMENT channel itself ensures the most restricted dissemination.
- d. You must classify or administratively control AGRÉMENT channel *messages*. You can send this caption laterally in the field if the Department is also an addressee.

5 FAH-2 H-442.2 When and How to Use DIRGEN CHANNEL

(CT:TEL-29; 07-16-2008)
(State Only)

- a. DIRGEN CHANNEL *is used* for communications between the Director General of the Foreign Service and Director of Human Resources (M/DGHR) and the chief of mission regarding sensitive human resource issues other than AGRÉMENT and medical matters.
- b. You must not use this caption laterally in the field.
- c. *DIRGEN CHANNEL must not be used with any other captions.*
- d. *DIRGEN CHANNEL messages may contain personally identifiable information (PII), which must be protected in accordance with the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and other applicable Federal requirements. Within the Department, the transmission of PII (e.g., social security numbers, individuals' names, dates of birth, home addresses, etc.) is predicated on the recipient having a "need to know." Often, in DIRGEN communications, messages may contain PII as there is no other option due to the subject matter being discussed. If that is the case, PII is not to be included in the subject line of the message. PII may, however, be placed in the body of a message, and appropriate SBU marking, handling and dissemination requirements should be observed.*

5 FAH-2 H-442.3 When and How to Use NODIS (No Distribution)

(CT:TEL-29; 07-16-2008)
(State Only)

- a. *The use of the NODIS caption identifies messages of the highest sensitivity between the President, the Secretary of State, and chief of mission. You must not distribute NODIS messages to anyone other than the intended recipient without prior approval from the Executive*

Secretariat (S/ES-O).

- b. Send NODIS messages from post only to the Department as a single addressee. You must not send NODIS messages laterally between posts unless S/ES-O specifically grants you authorization (for example, for a NODIS subcategory). In order to send a NODIS message to other posts, you must forward the NODIS directly to the Operations Center (part of the Executive Secretariat) with the attention indicator "FOR S/ES-O" and request the NODIS be repeated to the desired post(s) in a separate slug line.*
- c. NODIS information must be processed under the most stringent access controls available on the automated information system (AIS). Use the NOFORN warning notice when classifying or administratively controlling NODIS messages. Refer to 12 FAM 539.3 and 12 FAM 632.1 for more information on handling NODIS messages.*
- d. To verify receipt of the NODIS message from the recipient IPC, you must enter ZFF-4 on format line 5 of the message.*
- e. Domestically: Only the Main State Messaging Center Division (IRM/OPS/MSO/MSMC) and the Operations Center Senior Watch Officer may handle an incoming NODIS message. The Executive Secretariat controls the dissemination of NODIS messages through the Senior Watch Officer.*
- f. Abroad: Only IPC personnel and authorized recipients may handle incoming and outgoing NODIS messages. Executive management when required will determine any further distribution. IPC personnel must maintain an official record of clients who have read NODIS messages.*
- g. NODIS messages must be returned to the IPC for storage at the end of the normal business day to be stored in an approved locked container in accordance with 12 FAM 531; NODIS messages must not be stored outside of the IPC after close-of-business hours.*
- h. Clients must not send NODIS messages via e-mail.*
- i. Authorized originator clients can send NODIS captioned messages from their ClassNet workstations only if these requirements and conditions are met:
 - (1) IPC personnel must establish a separate inbox on the CableXpress (CX) server for sending NODIS messages electronically. Restrict access to this inbox to those officers who have an "essential need to know." The inbox must be restricted from receiving any messages from TERP V, such as incoming NODIS messages or comeback copies of outgoing NODIS messages. Clients are not allowed to reroute NODIS messages from this inbox. Refer to the CableXpress Administrator's Manual to configure the inbox;**

- (2) *IPC personnel must create a group "inbox" for clients that are authorized NODIS access. Grant the group "read" and "delete" access. Clients must periodically delete NODIS outgoing messages from this inbox. In the inbox's replication settings, set the retention period that is agreeable to executive management, in order to provide additional manual housekeeping control of the inbox;*
 - (3) *IPC personnel must delete both the NODIS text from TERP V and the soft copy distribution database (SCD.nsf) on the CX server after the messages are processed and sent to the NODIS inbox; and*
 - (4) *IPC personnel must also exempt the inbox from the nightly backup by excluding the database files D:\SCD\NODIS.nsf (assuming the Inbox is named NODIS.nsf) from the backup set located on the backup software used for the CX server.*
- j. *Enhanced Alternate Communications Terminal (EACT) is not approved for NODIS traffic unless explicitly authorized for specific posts by the Executive Secretary.*

5 FAH-2 H-442.4 When and How to Use ROGER CHANNEL

(CT:TEL-29; 07-16-2008)
(State Only)

- a. Use ROGER CHANNEL for communications between the Assistant Secretary *for* Intelligence and Research (INR) and the chief of mission.
- b. *Use the NOFORN warning notice to administratively control ROGER CHANNEL messages, and ensure security classification of ROGER CHANNEL messages as appropriate.*
- c. *ROGER CHANNEL messages* may be transmitted laterally between posts, and to other *U.S. Government* agencies with discretion, if the Department is an addressee.
- d. Authorized users may transmit ROGER CHANNEL *messages* electronically from their workstations if the post has classified network capability.
- e. *When using internal electronic transmission and distribution of ROGER CHANNEL captioned messages, the following restrictions must be followed:*
 - (1) *IPC staff* must use a separate inbox on the CableXpress (*CX*) server for electronic dissemination. Restrict access to this inbox to those officers determined to have an "essential need to know." Refer to the CableXpress Administrator's Manual to configure this inbox, the groups, and the office symbols required to coordinate with TERP V

settings;

- (2) Posts must develop a method for senior management to decide which *messages* they must delete. Create two groups on CX; the first group contains the users, the second group contains those users who are designated the task of deleting *messages* from this inbox. This second group must review this inbox on a regular, frequent, and recurring basis;
 - (3) In the replication settings of this inbox, set the retention period to the number of days agreed upon by senior management, to backstop their manual deletion of *messages*;
 - (4) Configure TERP V to route incoming ROGER CHANNEL *messages* and comeback copies of outgoing ROGER CHANNEL *messages* to the designated CX inbox. Follow configuration procedures outlined in the TERP V Operator's Manual;
 - (5) *IPC staff* must delete ROGER CHANNEL text from both TERP V and the soft copy distribution database (SCD.nsf) on the CX server after the *message* is processed and sent to the designated inbox;
 - (6) *IPC staff* must also exempt this CX inbox from the nightly backup by excluding the database files D:\SCD\RGCH.nsf (assuming the inbox is named RGCH.nsf) from the backup set on the backup software used for the CX server;
 - (7) *IPC staff* may retrieve and print copies for a user on a limited basis and only at the request of senior management. Provide this paper copy of a ROGER CHANNEL *message* only when an authorized user needs it for reference to complete a specific task or response. Users may store paper copies of ROGER CHANNEL messages, but they must be kept separate from subject files (*see 5 FAH-4 H-200*); and
 - (8) Users must review their storage of paper copies of ROGER CHANNEL *messages* every 90 days to determine their continuing need for retention. They must destroy the paper copy when they no longer need it.
- f. Enhanced Alternate Communications Terminal (EACT) is approved for ROGER CHANNEL traffic, subject to the following restrictions:
- (1) ROGER CHANNEL captioned *messages* are delivered by the EACT server located at the Main State Messaging Center (MSMC) to the NATO Unclassified to Secret Restricted Caption (NUSERC) mailbox at EACT posts. The NUSERC mailbox serves as a classified EACT mail receptacle and receives all restrictive captioned *messages*. The NUSERC mailbox is created on a classified MSX server at an EACT post. However, if a classified MSX server does not exist at

post, then the NUSERC mailbox is created on a classified MSX server located at the Combined Bureau Processing Center (CBPC) at Main State;

- (2) Access to the NUSERC EACT mailboxes must be limited to cleared Americans, based on their duties that authorize them to view restrictive captioned *messages*. The "Outlook" user accounts of the cleared American must be configured to limit access only to the EACT mailboxes that the user is authorized to view. Because EACT posts are characteristically small in size, access to the NUSERC mailbox is normally assigned to the chief of mission, deputy chief of mission and EACT post coordinator(s). However, post management may grant authorization to cleared-Americans based on their position and on a need-to-know basis;
- (3) EACT post coordinators must ensure that no Outlook rules are created or used to automatically disseminate restrictive captioned *messages* from the NUSERC mailbox. Post coordinators must ensure that ROGER CHANNEL *messages* reside only in the NUSERC mailbox;
- (4) ROGER CHANNEL *messages* must be processed under the most stringent access controls available on the system and temporarily reside in the NUSERC mailbox for a minimum amount of time. A daily review of the NUSERC mailbox must be conducted by the post coordinator to ensure minimal retention of ROGER CHANNEL *messages*. *IPC personnel are responsible for briefing users that they or the EACT post coordinator must be informed when a ROGER CHANNEL message is stored on a workstation.* When the ROGER CHANNEL *message* is no longer needed, the post coordinator is responsible for deleting it from the workstation;
- (5) Archiving EACT mailboxes: Prior to manual or automatic archiving, the post coordinator must ensure ROGER CHANNEL *messages* are deleted from the NUSERC mailbox, if a ROGER CHANNEL *message* is found in the archive file, the archive file (.pst file) must be deleted from the system;
- (6) Delivery of a ROGER CHANNEL captioned *message* to an unclassified EACT mailbox on the OpenNet is strictly prohibited. If a ROGER CHANNEL restrictive captioned *message* is inadvertently delivered to an unclassified EACT system, the post coordinator must immediately remove the misrouted *message* from the unclassified EACT mailbox and notify the Main State Messaging Center (MSMC);
- (7) You may retrieve and print copies for a user on a limited basis and only at the request of senior management. Provide this paper copy of the ROGER CHANNEL *message* only when an authorized user

requires it for reference to complete a specific task or response. Users may store paper copies of ROGER CHANNEL *messages*, but they must be kept separate from subject files (see 5 FAH-4 H-200); and

- (8) Users must review their storage of paper copies of ROGER CHANNEL *messages* every 90 days to determine their continuing need for retention. They must destroy the paper *copy* when they no longer need it.

5 FAH-2 H-442.5 When and How to Use STADIS (State Distribution Only)

(CT:TEL-29; 07-16-2008)
(State Only)

- a. STADIS is used to preclude initial distribution to other Federal agencies for internal deliberative processing in State. It is used also when disclosure of the information to other agencies would be premature and therefore not in the best interests of the Department.*
- b. STADIS messages must be classified or administratively controlled.*

5 FAH-2 H-442.6 When and How to Use EXDIS (Exclusive Distribution Only)

(CT:TEL-29; 07-16-2008)
(State Only)

- a. The use of EXDIS captions identifies messages needing exclusive distribution to officers with an essential need to know. Use this caption only for highly sensitive traffic between the White House, the Secretary, Deputy Secretary, or Under Secretaries of State.*
- b. EXDIS messages are not releasable to foreign nationals and must be classified or administratively controlled with the NOFORN warning notice.*
- c. If the message is not between the Secretary and a chief of mission, the drafter must include the attention indicators "FOR [title or name of addressee]," "FROM [title or name of the addresser]."*
- d. EXDIS messages may be transmitted laterally if the Department is included as an addressee.*
- e. Enhanced Alternate Communications Terminal (EACT) is approved for EXDIS traffic. See 12 FAM 539.3 for more information on EXDIS handling.*
- f. EXDIS messages should be transmitted and internally disseminated via electronic means if the post has classified network capability. When using*

internal electronic distribution of EXDIS captioned messages, these restrictions must be followed:

- (1) Information Program Center (IPC) staff must use a separate inbox on the CableXpress server for electronic dissemination. Restrict access to this inbox to those officers determined to have an "essential need to know." Refer to the CableXpress Administrator's Manual to configure this inbox, the groups, and the office symbols required to coordinate with TERP V settings;*
- (2) Posts must develop a method for senior management to decide which messages they must delete. Create two groups on CX; the first group contains the users, the second group contains those users who are designated the task of deleting messages from this inbox. This second group must review this inbox on a regular, frequent, and recurring basis;*
- (3) In the replication settings of this inbox, set the retention period to the number of days agreed upon by top management, to backstop their deletion of messages;*
- (4) Configure TERP V to route incoming and comeback copies of outgoing EXDIS messages to the designated CX inbox. Follow configuration procedures outlined in the TERP V Operator's Manual;*
- (5) IPC staff must delete EXDIS text from the soft copy distribution database (SCD.nsf) on the CX server after the messages are processed and sent to the designated inbox;*
- (6) IPC staff must also exempt this CX inbox from the nightly backup by excluding the database files D:\SCD\EXDI.nsf (assuming the Inbox is named EXDI.nsf) from the backup set on the backup software used for the CX server;*
- (7) IPC staff may retrieve and print copies for a user on a limited basis and only at the request of senior management. Provide this paper copy of an EXDIS message only when an authorized user needs it for reference to complete a specific task or response. Users can store paper copies of EXDIS, but they must be kept separate from subject files (see 5 FAH-4 H-200); and*
- (8) Users must review their storage of paper copies of EXDIS messages every 90 days to determine their continuing need for retention. Paper copies of EXDIS messages must be destroyed when they are no longer needed.*

5 FAH-2 H-443 WHAT ARE DISTRIBUTION CAPTIONS?

(CT:TEL-29; 07-16-2008)
(Uniform All Agencies)

Distribution captions direct and restrict dissemination according to arrangements made when the caption was approved for use. When you use these captions you must list each one on a separate line and *each caption must be* spelled exactly as shown in this section:

- (1) ADM AID—for *messages* regarding administrative issues for U.S. Agency for International Development (USAID) employees;
- (2) *AFSA CHANNEL DELETED;*
- (3) AIDAC—for *messages* drafted by AID employees, at field posts, or in the Department;
- (4) *AIDAC AFDROUGHT and AVSECBN DELETED;*
- (5) CODEL—for *messages* concerning congressional delegation visits to field posts. Used with the name of the congressional committee or group chairman, i.e., CODEL BAUCUS;
- (6) DEAX—for Drug Enforcement Agency (DEA) *messages*;
- (7) *EXCON DELETED;*
- (8) EXDIS—for *messages needing* exclusive distribution to officers with essential need to know. Use this caption only for highly sensitive traffic between the White House, the Secretary, Deputy, or Under Secretaries of State and chiefs of mission; *see 5 FAH-2 H-442.6, When and How to Use EXDIS;*
- (9) *FASTO and FODAG DELETED;*
- (10) H PASS—for *messages* to members of Congress, including district offices;
- (11) *ICAO DELETED;*
- (12) INFORM ALL STATE EMPLOYEES—for *messages* from, or approved by senior Department management at the Under Secretary or higher level, intended to convey information to all Department of State employees (including FSN, *TCN*, LES, *and EFM*). Classification of *messages* will be limited to UNCLASSIFIED. This caption may not be used laterally in the field;
- (13) *LOCUST and NESCO DELETED;*
- (14) NODIS—for *messages* of the highest sensitivity between the President, the Secretary of State, and chief of mission. You must not distribute NODIS to any office or post other than the addressee without prior *approval from S/ES-O; see 5 FAH-2 H-442.3, When and How to Use NODIS;*

- (15) OBIT—for *messages* pertaining to the death of a U.S. Government employee, or dependent. This caption must be followed by a diagonal (/) and the acronym for the specific agency (i.e., OBIT/USAID);
- (16) OFFICIAL INFORMAL—for *messages* expressing personal opinions or preliminary information on policy. When addressed to the Department, include an attention indicator for the action office(see 5 FAH-1 H-216.3);
- (17) SIPDIS—for *messages* intended for automatic Web publishing to the originating post's or office's *Web site*. (see 5 FAM 770 for policies regarding information on Federal Web site and 5 FAH-2 H-443.1, *When and How to Use SIPDIS*);
- (18) *STADIS—for messages that require State Department only distribution (see 5 FAH-2 H-442.5);*
- (19) TERREP—for *messages* relating information about terrorism. *These messages* may only be distributed to members of the emergency action committee (see 12 FAH-1 H-230). The first paragraph must state any action requested and classify according to content. TERREP *messages* may be transmitted laterally in the field;
- (20) *TERREP EXCLUSIVE and TOFAS DELETED;*
- (21) TOPEC—for *messages* between Peace Corps headquarters and field representatives;
- (22) TOPEC MED EYES—for *messages* regarding *health information protected by the Privacy Act, and/or Health Insurance Portability and Accountability Act of 1996 (HIPAA)* and distributed only to the Peace Corps medical staff at post or Peace Corps headquarters;
- (23) *USDOC, USOECD, USSTART, and USSCC DELETED;*
- (24) VISAS—for *messages* about individual immigration, visa and deportation cases and operational and procedural aspects of the visa function.

5 FAH-2 H-443.1 When and How to Use SIPDIS (Secret Internet Protocol Router Network) SIPRNet Distribution

*(CT:TEL-29; 07-16-2008)
(State Only)*

- a. The SIPDIS caption should only be applied to reporting and other informational messages deemed appropriate for release to the U.S. Government interagency community. SIPDIS-captioned messages must*

not include restrictive captions (e.g., NODIS, EXDIS, STADIS, ROGER, DS, or DSX) that explicitly limit distribution. If a message carries conflicting captions, the more restrictive caption will be controlling and the message will not be loaded into the NCD (Net-Centric Diplomacy) database. (Refer to Department Notice, 2007 11 122, Correction: Sharing Washington Outbound Cables with Other Agencies via "SIPDIS" regarding cables containing Privacy Act-protected information that should NOT include the SIPDIS caption.)

- b. Posts must follow the standard message template, and if a SIPDIS-captioned message does not appear in the NCD system on-line; there are a few common causes:
 - (1) The message must include a single blank line between the subject line and body text of the message;*
 - (2) The message must have at least one subject TAGS (Traffic Analysis by Geography and Subject). See 5 FAH-3, TAGS/TERMS Handbook;*
 - (3) The TAGS line must say "TAGS:";*
 - (4) The Subject line must begin with "Subject:";*
 - (5) SIPDIS cannot be used on the same line as another caption.**
- c. The SIPDIS caption should be used on all messages appropriate for sharing with the broader U.S. Government community. SIPDIS can be used in conjunction with NOFORN, CODEL, SENSITIVE, TERREP.*
- d. SIPDIS is a distribution caption, not a TAGS, and must be appended to the caption line of the message. If SIPDIS is used in conjunction with another distribution caption such as TERREP or CODEL, the SIPDIS caption should be placed on a separate line below the primary distribution caption. Post information management officers can add "SIPDIS" to post's locally managed CableXpress (CX) or enhanced alternate communications terminal (EACT) application since it is a distribution caption. No Terminal Equipment Replacement Program (TERP)-related action is required to process SIPDIS messages.*
- e. Drafting officers are encouraged to use the SIPDIS caption only on those messages deemed appropriate for sharing such as reporting messages, analytical pieces, and policy instructions. Posting or making available personal information of U.S. citizens or lawful permanent residents (including Social Security Numbers; information concerning employees, such as travel messages, performance reports, and medical assessments; and arrest reports of U.S. citizens) may violate the Privacy Act and/or new Federal requirements on safeguarding personally identifiable information (PII).*
- f. Information protected by the Privacy Act (Public Law 93-570) is not suitable for posting on SIPRNET and thus messages containing privacy*

*information should **not** include the SIPDIS caption.*

g. Contact SIPDIS_Help@state.sgov.gov for assistance if a transmitted SIPDIS message does not appear on the NCD or post homepage.

5 FAH-2 H-444 CHANNEL CAPTIONS

*(CT:TEL-29; 07-16-2008)
(Uniform All Agencies)*

a. Channel captions are intended to restrict distribution to the executive office or the office designated by the caption, as explained in paragraph b of this section. No other distribution caption is required on communications that have channel captions.

b. Messages sent with channel captions frequently contain personal information that is subject to limitations on access and disclosure and that should be appropriately safeguarded under the Privacy Act, 5 U.S.C. 552a, and other applicable Federal requirements:

(1) AGS DELETED;

(2) AID/OIG CHANNEL—for *messages* between the AID Inspector General (IG) and the regional inspectors general and their staffs in the field;

(3) DISSENT CHANNEL—for *messages* between the Department and any person at a post abroad submitting dissenting views on policy. The first paragraph should identify the drafter. DISSENT CHANNEL *messages* are distributed in the Department initially only to the Executive Secretary of the Department and to the Director of the Policy Planning Staff (S/P), who has responsibility for handling any response. The Director of S/P determines further distribution, in consultation with the Secretary, as appropriate, and with regard to the sensitivity of the message and the desires of the drafter;

(4) DOCKLAMP CHANNEL—for *messages* between the Defense Intelligence Agency and defense attachés. Dissemination of DOCKLAMP *messages* should be limited to the defense attaché. The defense attaché, if required, will determine additional distribution. DOCKLAMP files will be maintained only by the defense attaché office (DAO) and all paper copies must be returned to the DAO;

(5) DS CHANNEL—for *messages* between the Assistant Secretary and/or Deputy Assistant Secretaries of Diplomatic Security, other authorized DS personnel, and the responsible DS officer concerning criminal and special investigations involving: U.S. citizens or foreign nationals, who are not U.S. Government employees; special

protective equipment; and other sensitive subjects which the drafter deems should be restricted to DS personnel at posts or within the Department. Limit field dissemination of DS CHANNEL *messages* to the regional security or post security officer; limit domestic dissemination to offices within DS. The Executive Director for Diplomatic Security (DS/EX) authorizes access to DS Channel *message* traffic at the headquarters level. This caption may be used laterally in the field. ASEC must be the only TAGS used on this traffic (see 12 FAM 422.3-2, DS and DSX Channels);

(6) *DSBI CHANNEL DELETED;*

(7) DSX CHANNEL— for *messages* between the Assistant Secretary and/or Deputy Assistant Secretaries of Diplomatic Security, other authorized DS personnel, and the responsible DS officer concerning criminal and special investigations involving: U.S. citizens, U.S. Government employees or DS employees; counterintelligence investigations; adverse personnel security actions; investigations concerning domestic abuse; confidential sources; undercover operations; and other sensitive subjects which the drafter deems should be highly restricted. Limit field dissemination of DSX CHANNEL *messages* to the regional security officer or post security officer; limit domestic dissemination to specific offices within DS. The Director of the Office of Investigations and Counterintelligence (DS/DSS/ICI) authorizes access to DSX Channel *message* traffic at the headquarters level. This caption may be used laterally in the field. ASEC must be the only TAGS used on this traffic (see 12 FAM 422.3-2, DS and DSX Channels);

(8) DTS CHANNEL—for *messages* between IRM, the Area Telecommunications Office (ATO) Headquarters, directors of regional information management centers (RIMC), IMOs, IPOs and ITOs; concerning technical security and operational matters that affect joint operations within the Diplomatic Telecommunications Service (DTS). This caption may be used laterally in the field;

(9) EEO CHANNEL—for *messages* between the Office of Civil Rights and officially designated EEO counselors at posts abroad regarding discrimination complaints. To preserve the privileged nature of this information, dissemination of EEO CHANNEL messages should be strictly limited to *S/OCR* in the Department and EEO counselors in the field. Communications intended for individuals other than the officially designated EEO counselor in the field should bear the attention indicator "FOR (NAME)" one blank line following the EEO CHANNEL caption;

(10) *ERG and GRIEVANCE CHANNEL DELETED;*

- (11) HR CHANNEL—for *messages* between the Office of the Director General of the Foreign Service and posts on matters relating to personnel administration involving U.S. citizen employees. These matters include, but are not limited to, assignments, transfers, training, performance evaluations, compensation, employment, health benefits, life insurance, employee-management relations, title and rank, position descriptions, military service status, campaigns and retirement. HR CHANNEL should not be used for personnel-related issues covered under other channel captions, i.e., Agrément requests and certain other matters relating to chiefs of mission and chargé d'affaires, sensitive personnel matters requiring the attention of the Director General or Deputy Assistant Secretary for Human Resources, medical matters, grievances between individual employees and the Foreign Service Grievance Board, or travel *messages*. HR CHANNEL may be used laterally in the field with discretion, if the Department is an information addressee;
- (12) IM CHANNEL—for *messages* between the Deputy Chief Information Officer for Operations and field operations at RIMCs, IPCs and ISCs concerning technical communications operations not requiring dissemination outside IRM (may be used laterally in the field);
- (13) IM CHANNEL EXCLUSIVE DELETED;*
- (14) MED CHANNEL—for *messages* between the Director for Medical Services (M/MED) and the chief of mission, medical officer, nurse, or designee, *containing protected health information regarding Department of State employees or their dependents* or employees or dependents of other U.S. Government agencies under direct or participating agency support agreements. MED CHANNEL *messages* at missions abroad must be disseminated on a minimum need-to-know basis and will be limited to the medical officer or the chief of mission's designee. MED CHANNEL *messages* should be delivered in sealed envelopes marked "MED CHANNEL - TO BE OPENED ONLY BY ADDRESSEE." In the Department, dissemination must be on a minimum need-to-know basis. Do not use MED CHANNEL *messages* for reports of death, requests for medical supplies or requests for approval of emergency visitation travel. MED CHANNEL may be used laterally in the field. *Protected health information should be safeguarded in accordance with both the Privacy Act and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA implementing regulations (see 5 C.F.R. sections 160, 162, and 164) govern both access to protected health information (the "Privacy Rule") and the means by which such information can be transmitted electronically (the "Security Rule");*
- (15) MGT CHANNEL—for *messages* between the Under Secretary for

Management and posts, with post dissemination only to those persons or offices specified by the attention indicator, "FOR (NAME OF PERSON OR OFFICE) ONLY." This caption may not be used laterally in the field;

- (16) NAROP CHANNEL—for *messages* between the Drug Enforcement Administration, DEA representatives abroad, Department of Justice, chiefs of mission, the Secretary of State and the Assistant Secretary for the Bureau of International Narcotics Matters regarding narcotics issues. NAROP CHANNEL *messages* must be classified or administratively controlled. IPC should deliver NAROP *messages* only to the chief of mission and the DEA agent-in-charge. The Assistant Secretary for the Bureau of International Narcotics Matters will determine distribution of NAROP *messages* in Washington on a strict need-to-know basis. NAROP *messages* may not be transmitted laterally. Only the chief of mission or designee can approve a NAROP *message* for transmission. NAROP CHANNEL can only be addressed to SECSTATE and DEA;
- (17) OIG CHANNEL—(State and Broadcasting *Board of Governors only*) for *messages* between the Office of Inspector General and OIG employees and/or other Department of State or BBG personnel in the field; and laterally in the field between OIG employees. The OIG channel may also be used for *messages* between the OIG and OIG employees in the field and chiefs of mission, regional and post security officers, and other officials when appropriate to carry out the mission of the OIG. Employees who wish to report fraud, waste, abuse, or mismanagement to the OIG are authorized to use the OIG channel;
- (18) RODCA CHANNEL—for *messages* relating operational intelligence communications between authorized Department of Defense agencies and defense attachés. Dissemination of RODCA communications is limited to the *RODCA control officer in the defense attaché office*. RODCA *message* files will be maintained only by the DAO and all copies must be returned to the DAO;
- (19) *STR CHANNEL DELETED;*
- (20) TM CHANNEL—for *messages* between the Office of the Director General of the Foreign Service and posts for all travel *messages* (TMs), i.e., TMONE through TMEIGHT, as defined by 3 FAM 3760, Travel Messages. The TM CHANNEL is not to be used on any other matters relating to personnel administration. Dissemination and control of TM CHANNEL communications are subject to the same restrictions as HR CHANNEL communications. The TM CHANNEL caption may be used laterally in the field if the Department is an addressee.

5 FAH-2 H-445 DEPARTMENT REVIEW OF CAPTIONS

(CT:TEL-29; 07-16-2008)
(Uniform State/USAID)

- a. The Department's Operations Center (S/ES-O) and Main State Messaging Center (IRM/OPS/MSO/MSMC) regulate the proper use of captions. If Messaging Center analysts have a question about adding or changing a caption on an incoming *message*, they consult the Operations Center to decide how to caption the *message*.
- b. If S/ES-O decides to add or change a caption on a *message*, S/ES-O will send a recategorization notification to all addressees with specific instructions. Store copies of all *messages* with captions, whether upgraded or modified, according to post procedures. (See 5 FAH-4 H-213.1, General, for more information on storing captioned material.)

5 FAH-2 H-446 JOINT MESSAGE CAPTIONS

(CT:TEL-29; 07-16-2008)
(Uniform All Agencies)

- a. You may use joint message captions only on messages with specific action instructions for both a Department mission and a separate military activity that is not part of a Department mission. The DAO at a Department mission is not a separate command, but an integral part of the mission. *(See 5 FAH-1 H-216.4.)*
- b. The caption is in the form "JOINT EMBASSY/USEUCOM MESSAGE" and placed according to guidance provided in 5 FAH-2 H-241, Handling Instructions.

5 FAH-2 H-447 PASSING INSTRUCTIONS AND RESPONSIBILITIES

(CT:TEL-29; 07-16-2008)
(Uniform State/USAID)

- a. Use the passing instructions "PASS" and "ALSO PASS" in *messages* addressed to a post with relay responsibilities to another agency or an activity that does not have a *data circuit*.
- b. "ALSO PASS" indicates that the relay post itself is also addressed by the *message*.
- c. Insert the passing instructions below the caption line (if a caption is

used). Include the name of the relay post, the passing symbol, and the name(s) of the agency or activity to whom the *message* is relayed.

Example

DEPT PASS EPA

- d. Collective address *message* captioned "INFORM CONSULS" or "INFORM CONSULS AS APPROPRIATE" requires the principal posts to forward the *message* via pouch, fax, or other means to their constituent posts.

5 FAH-2 H-448 AND H-449 UNASSIGNED