

INSTRUCTIONS

This report is to account for the volume of all electrical communications traffic handled by Department of State personnel, including locals, at each post. Each message (or encryption when two or more types of cryptographic systems are required) will be reported only once for each part of the report regardless of number of addressees. Each agency's traffic will be shown separately in Parts I and II. The report will be classified in accordance with information supplied in Part VI Remarks. The report is to be completed and forwarded within five working days after the end of the reported month. Distribution will be: Original to Department; One copy to RCO; One copy retained in Post's files. No covering letter is required.

PART I ORIGINATED TRAFFIC: The number of outgoing messages, handled by Department of State personnel, originated at the post will be reported.

PART II RECEIVED TRAFFIC: The number of incoming messages, handled by Department of State personnel, on which the post is an action or information addressee will be reported.

PART III LOCAL EMPLOYEES: Enter either an estimated percentage or the actual number of messages poked by Local Employees.

PART IV CRYPTOGUARD: Enter the number of incoming messages, to or from a cryptoguarded or constituent post, that requires decryption or encryption for onward transmission other than on-line to on-line.

PART V CIRCUITS: Circuits other than Telex: Enter name (not circuit number) and the total number of messages sent and received over each Comm Center or Wire Room circuit operated by Department of State personnel. Circuits operated by other agencies will not be reported. Telex: Enter total number of messages sent or received by Telex. Commercial file: Enter total number of messages sent and received via commercial means.

PART VI REMARKS: Each July, or as changes occur, report the hours of operation of the code room, telecommunications unit and wire room.

NOTE: It is necessary that Communications Centers also maintain complete records of traffic volume on a group-count basis for the Post's Budget and Fiscal, and Administrative Support purposes. However, the statistics for this report should be on a message-count basis only.