MS 832 Cables

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1.0 Purpose

This Manual Section sets forth the Peace Corps policy governing the use of cables (telegrams) sent through the Department of State facilities.

2.0 Authorities

Peace Corps Act, Section 10(f); 5 FAM 550

3.0 Policy

Cables are authorized for official business when letters, fax and email are not practical because of time or privacy concerns. Cables are sent through the Department of State and its overseas embassies. Cables must comply with the provisions of the Foreign Affairs Manual (FAM) and Foreign Affairs Handbook (FAH) regarding the use of Department of State facilities to transmit cables. Implementing procedures for this Manual Section are contained in Cable Procedures.

4.0 Roles and Responsibilities

4.1 The Chief Information Officer

The Chief Information Officer (CIO) is responsible for the operation and management of cable communications for Peace Corps offices and for establishing the standards for cable preparation and transmission in accordance with this Manual Section and the Procedures. The CIO is delegated authority to revise the Procedures and to assure that they are in compliance with the FAM and FAH. The CIO is responsible for determining the list of officers who are authorized to

transmit unclassified cables and such list must include the following: Director, Deputy Director, Chief of Staff, Associate Directors, General Counsel, Inspector General, Chief Financial Officer, CIO, Regional Directors and Country Directors.

4.2 Users

Peace Corps offices and employees, including personal services contractors, needing to send cables must comply with this Manual Section and the Procedures.

5.0 Effective Date

The effective date is the date of issuance.