

243 DEPUTY ASSISTANT SECRETARY FOR COMMUNICATIONS (A/OC)

a. The Deputy Assistant Secretary for Communications directs the development and execution of plans, policies, and programs to provide a worldwide communications system *and classified information processing facilities* for the Department, and communications support to other foreign affairs agencies. *The Deputy Assistant Secretary also serves as a principal member of the Department's Information Management Policy Group; is the Departmental member of the National Communications Security Committee; and is the Department's principal representative to the President's Executive Agent for the National Communications System.*

b. Coordinates the development of worldwide and regional communications *and classified information processing* programs; designs overseas communications facilities; and determines equipment requirements *for communication and classified information processing facilities.*

c. Supervises and coordinates the development of special communications support for the travel of the Secretary, major conferences, and crises situations; briefs principal officers of U.S. missions on communications *and classified information processing* matters; and coordinates the activities of the Regional Communications Programs Officers.

d. Manages special projects relating to worldwide telecommunications, central telephone systems, Office of Communication management information systems, and *classified information* processing systems. Controls software development and support needs of *internal* Office of Communications elements as they implement and operate their respective foreign and domestic communications programs; *and the overseas classified information processing systems.*

**243.1 Planning and Engineering Division (OC/PE)

**a. Designs, tests, and modifies radio systems using a wide range of complex radio frequency equipment and satellite ground terminals to satisfy the Department's worldwide telecommunications requirements.

b. Develops specifications for computerized teleprocessing systems which includes the development of prototype systems, benchmark of systems, and evaluation of vendor developed systems and sub-systems.

c. Develops network design, including multiplex and modem systems integration, and the engineering of telephone switching and supporting distribution systems for Foreign Service posts.

d. Provides facility engineering of communications centers and classified information processing areas for new and existing buildings worldwide.

e. Installs telecommunications and other classified information processing systems in the Department and U.S. missions abroad and develops and implements installation standards to improve operational, logistics, and maintenance efficiency.

f. Develops long-range plans, programs, and policies to ensure the most reliable, rapid, and secure telecommunications and classified information processing systems for the Department and other Government agencies.**

**243.2 Maintenance and Logistics Division (OC/ML)

a. Maintains and repairs all digital equipment used to support telecommunications and classified word processing operations at U.S. Diplomatic missions overseas and telecommunications operations domestically. Monitors equipment performance and recommends modifications required to insure system reliability and provides assistance on installations.

****b.** Maintains the Department's world-wide emergency and anti-terrorist radio programs and the domestic protection radio program. Maintains and repairs all equipment used to support these programs and assists on installations.

c. Maintains all telephone systems used worldwide. Evaluates all proposed new systems for maintainability and provides technical guidance and assistance on installations.

d. Receives, stores, inventories, and distributes all equipment and replacement parts used to support the Department's worldwide telecommunication and classified information processing efforts.

e. Purchases and provisions for all cryptographic, computer, radio, teletype, telephone, and ancillary equipment used by the Office of Communications to support the Department's worldwide telecommunications mission.

f. Supplies telecommunications systems and technical personnel to support the Secretary and other VIP visits both domestically and overseas.

g. Recruits, insures proper training of, and assists in the assignment of Communications Electronics Officers worldwide.**

243.3 Diplomatic Pouch and Courier Operations Division (OC/P)

a. Plans, directs, and administers the domestic and international diplomatic pouch, mail, and professional courier communications of the Department.

b. Establishes operational policy on inter-post and Departmentally directed pouch communications.

c. Directs operational and policy liaison on mail, pouch, and courier communications with the U.S. Postal Service, the Department of Defense postal and courier services, and the Military Airlift Command, and with other Federal agencies utilizing the Department's facilities.

d. Develops and prepares for publication in the Foreign Affairs Manual regulations and procedures governing mail, pouch, and courier communications.

e. Maintains operational files of pouch transmission and courier route operation.

243.4 Communications Security Division (OC/S)

a. Researches, develops, and implements programs for the protection of classified and administratively controlled information transmitted by any means, and for the protection of the systems employed, *including word processing equipment.*

b. Establishes and implements general and emergency cryptographic and telecommunications security systems.

c. Determines cryptographic material requirements. Acquires and manages the Department's communications security assets including distribution, storage, and recall; and is the official custodian of the Department's cryptographic and telecommunications security material.

d. Provides continuous review of the security status and security effectiveness of the Department's cryptographic and telecommunications *and other classified information processing* systems, including worldwide field testing of facilities to meet established criteria.

e. Collaborates with interested Federal agencies in developing material designs, standards, and operating methods, including regulations governing cryptographic/telecommunications security.

f. Participates in the formulation of national communications security policy and programs, and provides the Department's Alternate Representative on the *National Communications Security Committee.*

g. Develops and publishes regulations, standards, and procedures governing the use of the Department's communications network, and monitors compliance therewith.

243.5 Communications Center (OC/T)

a. Manages the facilities which provide for the transmission, receipt, relay, and servicing of telecommunications messages for the Department, its components, and other Government agencies, overseas and domestic, and functions as an integral part of the diplomatic telecommunications system.

b. Provides for the encryption and decryption of classified and administratively controlled messages, and maintains accountability for cryptographic devices and materials in the Division.

c. Provides for the registering, analysis, reproduction, distribution, and filing of messages transmitted through its facilities or received from other Government or commercial telecommunications facilities.

d. Maintains operational liaison with other Federal and commercial telecommunications agencies.

****243.6 Communications Training**
Division (OC/TR)

a. Plans, directs, coordinates and controls all training, educational, orientation and consultation programs for Departmental and Foreign Service personnel whose duties are directly or indirectly related to a variety of communications programs, such as telegraphic, cryptographic, radio, telephone, security, records, mail and Diplomatic Pouch.

b. Offers a wide range of operational, technical and administrative training programs designed to prepare both communications and noncommunications personnel to perform communications functions. Programs include, but are not limited to: (1) Basic communications training for newly-hired communications personnel and for others whose primary duties require a familiarization with or part-time performance of communications duties; (2) advanced training for professional communications personnel whose duties include the performance of the more complex operational functions or extend to the performance of limited maintenance, supervisory and/or special reporting duties; (3) periodic refresher training at all levels; (4) consultation for communications personnel; (5) indoctrination for noncommunications personnel; and (6) special-purpose training to meet operational, security, safety, and other needs.

c. Determines current and future training requirements through consultation with other communications division personnel and field-based communications managers. Advises and assists in all training matters for communications personnel.

d. Performs liaison with training executives of the Foreign Service Institute, other U.S. Government agencies, and outside educational contractors, in order to develop a good knowledge of those training courses having the potential to satisfy new and/or on-going training requirements.**