

**Note: ALL TEXT MUST BE TYPED IN UPPER CASE**

**Drafter (Mandatory):** (Example: AID/M/CIO: JSMITH 202-712-xxxx)

**Approver (Mandatory):** (Example: AID/M/CIO: JSMITH)

**Clearer(s) (Optional):** Example: AID/M/CIO:JSMITH, AID/M/CFO: (If listing multiple clearers, separate with a comma)

**Action Precedence (Mandatory): Choose an item**  
(Click on “Choose an item” to display a dropdown list)

**Action Addressee (Mandatory):** (Example: ACCRA, PRETORIA, BANGKOK, etc.) (Unlimited Entries)

**Info Precedence (Optional, only if no info addressee is listed): Choose an item**  
(Click on “Choose an item” to display a dropdown list)

**Info Addressee (Optional):** (Example: ACCRA, PRETORIA, BANGKOK, etc.) (Unlimited Entries)

**Caption (Mandatory): Choose an item**  
(Click on “Choose an item” to display a dropdown list)

**Passline (Optional):** (Example: POST PASS TO EXO, or AID CONTROLLER)

**Tag(s) (Mandatory):** (Example: IZ, AFIN, EAID) (A “**SUBJECT TAG**” is required on all telegrams)  
Link to Subject Tags - <http://arpsdir.a.state.gov/fam/05fah03/05fah030110.html>

**Reference(s) (Optional):** (Example: A) STATE 000000, B) STATE 000000 DTD (MM/DD/YYYY)

**Subject (Mandatory):** Keep short and precise, Maximum length Two (2) lines). (Example: JOHN SMITH, SMG, or AMBASSIDOR ABSENT FROM POST)

**Message/Text (Mandatory):** Text format: Style – Times New Roman, Font – 12, Plain Stationary, No Special Characters