ADS Chapter 564

Security Communications

Document Quality Check Date: 10/02/2012
Partial Revision Date: 12/30/2011
Responsible Office: SEC/CTIS
File Name: 564_100212

Functional Series 500 – Management Services
ADS 564 – Security Communications
POC for ADS 564: David Blackshaw, (202) 712-1259, DBlackshaw@usaid.gov

Table of Contents

564.1 OVERVIEW 3

564.2 PRIMARY RESPONSIBILITIES 3

564.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES 4

564.3.1 Eligibility for Security Radios 4

564.3.2 Assigned Frequencies 4

564.3.3 Security Communications in Vehicles 4

564.3.4 Equipment Maintenance and Repair 4

564.3.5 Requests for Radio Equipment and Technical Support 5

564.3.6 Security Communications Equipment Acquisition 6

564.3.7 Security Communications Equipment Accountability and Control 7

564.3.8 Security Communications Contractor Radios 8

564.3.9 Security Communications Project Radios 8

564.4 MANDATORY REFERENCES 9

564.4.1 External Mandatory References 9

564.4.2 Internal Mandatory References 9

564.4.3 Mandatory Forms ..... Error! Bookmark not defined.

564.5 ADDITIONAL HELP 9

564.5.1 Optional Forms ..... Error! Bookmark not defined.

564.6 DEFINITIONS 9

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

ADS 564 – Security Communications

564.1 OVERVIEW

Effective Date: 7/31/1998

This chapter establishes the policy directives and required procedures for the USAID Security Communications Program. This program governs two-way voice radio communications for USAID Missions. It does not address USAID/Washington communications or USAID Mission secure or non-secure telephone systems. **ADS 552, Classified Information Systems Security** covers secure telephone systems.

564.2 PRIMARY RESPONSIBILITIES

Effective Date: 7/31/1998

a. The **Office of Security (SEC)** is responsible for:

- Designing and installing USAID security communications systems;
- Providing training in their use;
- Repairing security communications equipment; and
- Modifying existing security communications systems as a result of operational parameter changes.

b. **USAID Missions** are responsible for:

- Notifying SEC when there is a proposed change to the post Emergency and Evacuation (E&E) radio net frequencies or operational parameters, such as selective calling format, bandwidth, channel guard, or private line;
- Arranging the routine preventive maintenance, operation, and accountability of all communications equipment that SEC provides; and
- Completing the purchase, installation, and maintenance of non-security communications systems.

c. The **USAID Mission Unit Security Officer (USO)** is responsible for:

- Ensuring that the Mission trains security communication radio users in the proper use of the equipment; and
- Ensuring that the Mission performs preventive maintenance on communications system equipment, as specified in **564.3.4**.

d. **All USAID security communication equipment users** are responsible for:

- Ensuring proper use of individual radios;

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

- Affording radio equipment reasonable protection against damage, loss, and theft;
- Participating in periodic, two-way radio checks that the USAID or Embassy Information Program Officer (IPO) schedules;
- Maintaining the equipment as specified in **564.3.4**; and
- Training their family members in the use of their assigned radio.

564.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

564.3.1 Eligibility for Security Radios

Effective Date: 7/31/1998

The Office of Security (SEC) must provide USAID Missions with radio systems to establish two-way voice radio communications from USAID office buildings, USAID vehicles used for transportation of staff, and residences into the post Emergency and Evacuation (E&E) radio net. SEC provides security radios to U.S. direct-hire personnel assigned overseas. In addition, SEC provides designated USAID members of the Emergency Action Committee (EAC) with a secure channel-capable radio. Missions are responsible for providing security radios to U.S. Personal Services Contractor (USPSC) staff.

564.3.2 Assigned Frequencies

Effective Date: 7/31/1998

All USAID security radio communication equipment must include the same E&E frequencies that the Embassy uses.

564.3.3 Security Communications in Vehicles

Effective Date: 1/12/2006

Each Level C and Level D armored vehicle and Mission Operating Expense-funded vehicle used to transport USAID staff for official duties must be equipped with a mobile security radio provided by SEC that communicates with the post E&E radio net. USAID must equip other USAID fleet vehicles designated for emergency evacuation or travel to dangerous locations with the appropriate Mission-funded security radios that provide adequate communications. This includes the potential of using two-way mobile equipment, High Frequency (HF) radios, cellular/trunking equipment and/or satellite communications. SEC provides technical support in determining the best communication systems to use and logistical support in obtaining such systems. Institutional contractors must make their own determination whether to equip their armored vehicles with security radios.

564.3.4 Equipment Maintenance and Repair

Effective Date: 1/12/2006

Missions must maintain and repair security communications equipment in accordance with the policies and procedures outlined below.

- Missions and individual users must keep radio batteries fully charged according to the specifications that SEC provides. Specifications vary by type of radio.
- Missions must apply preventive maintenance to communications systems, including base stations, repeaters, antennas, vehicle mobile radios, handheld radios and accessories, and test equipment.
- Electronic maintenance shops that the IPO approves at post or that the SEC electronics technicians approve must carry out the calibration of equipment and changing of radio-operating frequencies.
- Missions may forward communications equipment still under warranty through SEC to the manufacturer for repair to preserve warranty protection.
- When equipment repair services are not available locally, Missions must send the equipment to SEC via Diplomatic Pouch. Radios sent to SEC must be accompanied by a description of the problem, radio model numbers, serial numbers, and SelCal numbers. Missions must send a cable providing pertinent information to SEC as soon as possible.
- Electronic maintenance shops, approved by the IPO at post, may repair USAID security radios at USAID expense. SEC must provide Missions with the necessary repair parts to maintain SEC-funded security radios. SEC provides technical and logistical support for USPSCs' security radios.
- SEC must supply a new battery and charging unit with all new radios shipped to Missions. USAID Bureaus, Offices, and Missions must replace defective batteries and charging units. Upon request, SEC must provide battery and charging unit pricing and vendor information for USAID purchase order preparation.

564.3.5 Requests for Radio Equipment and Technical Support

Effective Date: 1/12/2006

When requesting radio equipment and technical support, Missions must follow the following procedures:

a. New Communications Systems: Missions must send, via cable, their requests for new communications systems to SEC. Requests must include:

(1) Purpose of the communications system,

(2) Size of area needing coverage,

(3) Length of time that USAID will use the system,

(4) Number of employees/vehicles on the system,

(5) Host government approval of frequencies,

(6) Number of other interested U.S. agencies or contractors willing to assist in funding the system, and

(7) Approval of the post IPO and Regional Security officer (RSO).

b. SEC Funding: SEC provides funding for USAID Mission security radio communications systems required to access the E&E radio net. Missions must fund administrative radio requirements such as vehicle dispatching, communication with maintenance staff, etc.

c. Security Radios for Foreign Service Nationals: SEC evaluates USAID Mission requests for SEC security radios for Foreign Service Nationals (FSN) on an individual basis. USAID requests must include:

(1) The duties and security responsibilities of the FSN,

(2) The recommendations of the post IPO and RSO, and

(3) The approval of the USAID Mission Director.

d. Technical Support: USAID Missions must send requests for technical support to SEC via cable. The cable must outline:

(1) Type of support needed,

(2) Nature of the problem,

(3) Nomenclature and serial numbers of the equipment,

(4) Operating frequencies, and

(5) Equipment location.

e. Requests for additional radios: Mission requests for additional radios must include:

(1) Justification,

(2) Proposed user's name and job title, and

(3) Selective calling (Selcal) number.

564.3.6 Security Communications Equipment Acquisition

Effective Date: 1/12/2006

In accordance with the policies and procedures outlined in this section, Missions must coordinate the purchase and delivery of security communications equipment with SEC.

a. Missions must send purchase orders for their security radio system requirements directly to vendors, after coordination with SEC. SEC must provide Missions with all the necessary technical and vendor information to facilitate the purchase. Each USAID purchase order must:

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

(1) List USAID/SEC as the delivery point;

(2) Specify that the vendor must place the purchase order number on the shipping label; and

(3) Specify that the invoice accompanying the equipment must include
- The purchase order number;
- The number and specific type of equipment that the Mission ordered;
- The identity of the organization issuing the purchase order;
- The ultimate destination (street address, city, and country) of the equipment;
- If applicable, each frequency that the Mission requires; and
- Both the selective calling number and the serial number for each radio that SEC ships.

This information will assist SEC in receiving, testing, and certifying the equipment prior to delivery overseas.

b. USAID Missions must forward copies of purchase orders to SEC.

c. When SEC receives the equipment from the vendor, a SEC employee conducts Federal Communications Commission (FCC) performance tests to ensure proper operation. SEC programs the appropriate frequencies and operating parameters into the radios. When the testing and programming is complete, the equipment is shipped to the Mission. Missions must provide shipping information to SEC via cable.

d. Missions must refer all purchase orders for USAID administrative radio and contractor security radio requirements to SEC for review prior to procurement.

564.3.7 Security Communications Equipment Accountability and Control

Effective Date: 1/12/2006

Missions must record all security communications equipment in the USAID property books and control it in accordance with the provisions of **14 FAM 410** and **ADS 534, Personal Property Management Overseas**.

Missions must record in the General Ledger all security communications systems and equipment that meet the General Standards for Property, Plant, and Equipment (PP&E) and Asset Capitalization Thresholds specified in **ADS 629, Accounting for USAID-Owned Property and Internal Use Software**.

Missions are accountable for all security radio equipment, including equipment funded by SEC. This equipment is considered Non-Expendable Property (NXP), except for certain auxiliary items, such as antennas, coaxial cables, and non-repairable batteries. Missions must enter all security radio equipment that have the Post's E&E and other

Embassy-sanctioned frequencies into USAID property accounts, regardless of funding source or whether used by direct-hire employees or contractors. In the event of a staff reduction or USAID Mission closure, SEC must provide disposition instructions. Missions must provide copies of property survey reports for lost and stolen security communications equipment to SEC.

564.3.8 Security Communications Contractor Radios

Effective Date: 1/12/2006

Missions must procure, maintain, store, and dispose of all USAID-funded security radios for USPSCs in accordance with this chapter. USAID Bureaus, Offices, and Missions must fund all security radio requirements for USPSCs directly or through applicable contracts. Missions are also responsible for the proper disposal of USAID-funded security radios used by institutional contractors that have the Post's E&E and other Embassy-sanctioned frequencies. SEC tests and ships security radios for contractors. Missions must contact SEC for advice on procuring approved equipment and pricing. Missions must include in purchase orders issued for contractor security radios the same information required in **564.3.6**.

Missions are responsible for the maintenance and repair of USPSC security radios. If there are no repair facilities available locally, Missions must contact SEC for information on shipment of radios to alternate facilities. Institutional contractor security radios that have the Post's E&E and other Embassy-sanctioned frequencies and that require maintenance and repair must be repaired and maintained at electronic maintenance shops approved by the IPO at post or by SEC.

Missions must return security radios purchased for contractors to SEC for disposition when the contract is completed. In cases where an immediate replacement is needed, the USO may hold the security radio for issuance to another contractor.

564.3.9 Security Communications Project Radios

Effective Date: 1/12/2006

SEC assists USAID projects with two-way radio requirements. Assistance ranges from recommending actual equipment or systems to facilitating USAID contact with appropriate vendors. SEC does not fund, install, or maintain program/project two-way radio systems.

USAID Missions must procure, maintain, store, and dispose of all USAID-funded project security communications radios in accordance with the SEC policies and procedures outlined in this chapter.

Upon completion of the project, Missions must determine if they can use equipment to support another project or if the equipment will be turned over to the host government (**ADS 534**).

USAID does not authorize project radios to operate on the post E&E channel unless the post EAC sanctions them. Missions must ensure that they remove/deprogram the E&E channel from project radios before USAID uses the project radios in another project or turns them over to the host government.

The USAID Mission and project officers must account for project radios.

564.4 MANDATORY REFERENCES

564.4.1 External Mandatory References

Effective Date: 7/31/1998

a. **5 FAM 540, Voice Radio Systems**

b. **14 FAM 410, Personal Property Management for Posts Abroad**

564.4.2 Internal Mandatory References

Effective Date: 7/31/1998

a. **ADS 534, Personal Property Management Overseas**

b. **ADS 552, Classified Information Systems Security**

c. **ADS 629, Accounting for USAID-Owned Property and Internal Use Software**

564.5 ADDITIONAL HELP

Effective Date: 7/31/1998

There are no Additional Help documents for this chapter.

564.6 DEFINITIONS

Effective Date: 1/12/2006

The terms and definitions listed below have been included in the ADS Glossary. See the ADS Glossary for all ADS terms and definitions. **(See ADS Glossary)**

bandwidth
A channelized frequency-modulation technique used for two-way mobile radios. Currently there are two standards being used, 12.5 Khz and 25 Khz bandwidth. Bandwidth can also mean a range within a band of wavelengths, frequencies or energy. (Chapter 564)

cellular/trunking

Cellular is a type of short-wave analog or digital telecommunication in which a subscriber has a wireless connection from a mobile telephone to a relatively nearby transmitter. The transmitter's span of coverage is called a cell. Generally, cellular telephone service is available in urban areas and along major highways. As the cellular telephone user moves from one cell or area of coverage to another, the telephone is effectively passed on to the local cell transmitter. Trunking is similar to a cellular system except the communications system is designed to handle many transmissions simultaneously (point to multi-point). (Chapter 564)

HF radio
Type of communication system in the high frequency band used for long range communications. (Chapter 564)

radio frequency
The number of complete alternating electrical currents. The unit of frequency measurement is the hertz (Hz) and is one cycle per second. Radio frequencies fall between 3 KHz and 30 GHz and the radio spectrum is divided into eight frequency bands: (Chapter 564)

Frequency	Classification	Designation
3 to 30 KHz	Very low frequency	VLF
30 to 300 KHz	Low Frequency	LF
300 to 3000 KHz	Medium frequency	MF
3 to 30 MHz	High frequency	HF
30 to 300 MHz	Very high frequency	VHF
300 to 3000 MHz	Ultra high frequency	UHF
3 to 30 GHz	Super high frequency	SHF
30 to 300 GHz	Extremely high frequency	EHF

repeater
A radio repeater receives a radio signal at one frequency and retransmits the signal on another frequency and/or power level. Repeaters and hi-gain antenna systems enhance radio signals. (Chapter 564)

scan
A feature on radios that allows the operator to monitor different channel at one time. (Chapter 564)

selcal number

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised*.

An unused selective calling number is obtained from the Embassy Information Program Officer (IPO) for each radio requested, whether or not selective calling is in use at post. (Chapter 564)

two-way mobile
A radio which is permanently installed in a vehicle, and used for two way communications. (Chapter 564)

voice radio communication
Radio communication is the use of electromagnetic waves in a radio frequency range to transmit or receive electric signals without wire connecting the transmit and receive points. (Chapter 564)

564_100212

**An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised*.