



USAID
FROM THE AMERICAN PEOPLE

ADS Chapter 564

Security Communications

Partial Revision Date: 06/19/2020
Responsible Office: SEC/ISP
File Name: 564_061920

Functional Series 500 – Management Services
ADS 564 – Security Communications
POC for ADS 564: Kay Fisher, kafisher@usaid.gov

Table of Contents

<u>564.1</u>	<u>OVERVIEW</u>	<u>4</u>
<u>564.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>4</u>
<u>564.3</u>	<u>POLICY DIRECTIVES AND REQUIRED PROCEDURES.....</u>	<u>5</u>
<u>564.3.1</u>	<u>Domestic Security Communications.....</u>	<u>5</u>
<u>564.3.2</u>	<u>Overseas Security Communications.....</u>	<u>5</u>
<u>564.3.3</u>	<u>Security Communication Operational Functions.....</u>	<u>6</u>
<u>564.3.4</u>	<u>Assigned Frequencies.....</u>	<u>6</u>
<u>564.3.5</u>	<u>Security Communication in Vehicles</u>	<u>6</u>
<u>564.3.6</u>	<u>International Cooperative Administrative Support Services (ICASS)</u>	<u>7</u>
<u>564.3.7</u>	<u>Administrative Communication Networks.....</u>	<u>7</u>
<u>564.3.8</u>	<u>Life Cycle Replacement.....</u>	<u>8</u>
<u>564.3.9</u>	<u>Protecting Security Communication Equipment and Networks</u>	<u>8</u>
<u>564.3.10</u>	<u>Security Communications Equipment Funding and Acquisition</u>	<u>8</u>
<u>564.3.11</u>	<u>Security Communications Equipment Accountability and Control.....</u>	<u>9</u>
<u>564.3.12</u>	<u>Contractor Communication Equipment.....</u>	<u>10</u>
<u>564.4</u>	<u>MANDATORY REFERENCES</u>	<u>10</u>
<u>564.4.1</u>	<u>External Mandatory References</u>	<u>10</u>
<u>564.4.2</u>	<u>Internal Mandatory References</u>	<u>10</u>
<u>564.5</u>	<u>ADDITIONAL HELP</u>	<u>11</u>

564.6 **DEFINITIONS..... 11**

ADS 564 – Security Communications

564.1 OVERVIEW

Effective Date: 11/14/2016

This chapter establishes the policy directives and required procedures for the USAID Security Communications Program. This program governs two-way and one-way communication devices for the Agency.

The USAID Security Communications Program does not address secure or non-secure telephone systems (see [ADS 552, Classified Information Systems Security](#) for the policy on secure telephone systems).

564.2 PRIMARY RESPONSIBILITIES

Effective Date: 11/14/2016

- a. The **Office of Security (SEC)** interprets, supplements, and develops security communication policy directives and procedures, and oversees security communications for USAID.
- b. **Bureaus/Independent Offices** and **Missions** are responsible for notifying SEC prior to any action that will affect the existing use and/or configuration of USAID communication equipment and/or operations.
- c. **USAID Senior Managers (Assistant Administrators, Mission Directors, USAID Representatives, and Office Directors)** ensure that all staff under their authority understand and follow the USAID security policy directives and required procedures contained in this ADS chapter.
- d. **Executive Officers serve as Unit Security Officers (USOs)** and coordinate, train, monitor, and report security communication activities within their respective USAID Mission (see [ADS 561, Security Responsibilities](#)). The USO will coordinate with the Regional Security Officer, Information Management Office, and SEC Security Engineering Branch on all related security communication issues, to include conducting weekly radio checks of the Emergency & Evacuation (E&E) network.
- e. **USAID staff** are responsible for complying with USAID security policy directives and required procedures as reflected in this ADS chapter.
- f. **Regional Security Officers (RSOs)** are responsible for the operation of all security programs and protection functions at diplomatic Post under the Chief of Mission (COM) authority.
- g. **Information Management Officers (IMOs)** are responsible for managing the E&E communication network at diplomatic Post under COM authority.

h. The **Office of Civil Rights (OCR)** is responsible for administering the reasonable accommodation program in a manner consistent with USAID policies and procedures, and all applicable federal laws, regulations, and guidelines.

564.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

564.3.1 Domestic Security Communications

Effective Date: 11/14/2016

Domestically, the Office of Security, International Security Programs Division (SEC/ISP) has deployed P25 Motorola encrypted handheld radios and Iridium satellite phones throughout SEC and the Emergency Management Office. The SEC/ISP Domestic Security (DS) Branch manages these assets and conducts monthly radio checks with the Department of State, Emergency Management Office.

564.3.2 Overseas Security Communications

Effective Date: 11/14/2016

- a.** Overseas, the Office of Security, International Security Programs Division (SEC/ISP) deploys Motorola UHF & VHF, Kenwood UHF & VHF, Codan High Frequency (HF), Iridium satellite phones, and personnel recovery devices to USAID Missions to provide emergency communication equipment that is interoperable with the Department of State (DOS) communication programs, to include the following:
- The emergency & evacuation (E&E)/emergency action committee (EAC) UHF/VHF two-way radio networks,
 - The Worldwide HF network,
 - Satellite communication providers, and
 - Personnel recovery networks.

The SEC/ISP Security Engineering (SE) Branch and the Critical Emerging Threat Support (CETS) Branch, Personnel Recovery Team manages these assets to include the repair, replacement, installation, and programming.

- b.** SEC/ISP/SE, in coordination with Department of State and Diplomatic Security, will determine the types of security communication equipment.
- c.** SEC/ISP/SE will ensure USAID Mission residences can communicate during an emergency from inside the residential safe haven. SEC/ISP/SE will also ensure USAID Mission office buildings can communicate during an emergency from inside the safe area or safe haven.
- d.** SEC/ISP/SE deploys Iridium satellite phones with 500 pre-paid minutes which expires 12 months after the satellite phone is activated. USAID Missions are responsible for funding

all annual satellite service and/or additional minutes after the first 12 months for each satellite phone provided by SEC/ISP. USAID Missions must renew all satellite communication services with the original satellite provider for standardization and inventory purposes within USAID.

564.3.3 Security Communication Operational Functions

Effective Date: 06/19/2020

- a. The SEC/ISP Overseas Programs (OP) Branch and the SEC/ISP/CETS Branch are responsible for keeping accurate and current information on all security communication assets deployed to their assigned geographical regions. The OP and CETS Branches will coordinate and assist USAID Missions with operational requirements of the security communication systems.
- b. The SEC/ISP/SE Branch manages all the communication equipment that is deployed by SEC/ISP. The SEC/ISP/SE Branch provides USAID Missions with technical support in the repairs, replacement, installation, and programming of all communication equipment. The SEC/ISP/SE Branch Chief is responsible for maintaining an adequate security communication equipment inventory at the Security Engineering Center, SA-41.

The SEC/ISP/SE Branch closely coordinates with the **Bureau for Humanitarian Assistance (BHA)** on the communication equipment used by **BHA** to ensure a uniformed approach within the Agency, Search & Rescue Elements, and the Foreign Affairs community. The SEC/ISP/SE Branch also closely coordinates with the Information Management Office, Regional Information Management Center (RIMC), and/or Headquarters Department of State Radio Programming Branch to ensure interoperability between USAID and the U.S. Embassy at large.

564.3.4 Assigned Frequencies

Effective Date: 11/14/2016

All USAID security communication equipment must be interoperable with the U.S. Embassy communication frequencies plan to include the E&E frequencies.

The Information Management Office and Chief of Mission are the only authority at Post to process and approve frequency requests to the host government.

564.3.5 Security Communication in Vehicles

Effective Date: 11/14/2016

- a. All armored vehicles (level C & level D) under the control of the USAID Mission will be equipped with emergency communication equipment. The selected security communication equipment must be interoperable with the U.S. Embassy E&E/EAC UHF/VHF communication networks, worldwide DOS HF network, and satellite communication program.
- b. All non-armored official vehicles under the control of the USAID Mission that transport

USAID employees must have emergency communication equipment installed. The selected communication equipment must be interoperable with the U.S. Embassy E&E/EAC UHF/VHF radio networks, worldwide DOS HF network, and satellite communication program.

- c. Mission Director vehicles will be equipped with digital encryption emergency communication equipment and may have satellite communication equipment that is interoperable with the U.S. Embassy E&E/EAC UHF/VHF radio networks and satellite communication program.
- d. Vehicles (armored & non-armored) designated for off-road use that require long range communication capability will be equipped with satellite and/or HF emergency communication equipment.
- e. The SEC/ISP/SE Branch will perform and/or oversee the installation of emergency communication equipment in all vehicles under the control of the USAID Mission. Under no circumstances will communication equipment be installed in any USAID vehicle in the absence of a Security Engineer without the prior approval of the Security Engineer Branch Chief.

564.3.6 International Cooperative Administrative Support Services (ICASS)

Effective Date: 11/14/2016

- a. The ICASS provider is fully responsible for all vehicles (armored & non-armored) that are reported as ICASS motor pool vehicle assets, to include the configuration, installation, programming, replacement, repair, and troubleshooting of all communication equipment. For USAID vehicles that are proposed to be consolidated into the ICASS motor pool under management services only, with ownership remaining with USAID, SEC/ISP/SE will maintain the communication equipment until the vehicle reaches its life cycle.
- b. For USAID vehicles (armored & non-armored) that remain on USAID property records and that only receive ICASS provider preventive and/or corrective Original Equipment Manufacturer (OEM) maintenance, SEC/ISP/SE will maintain and life-cycle their communication equipment, including providing approval to remove any communication equipment.
- c. Missions must not acquire security communications equipment through ICASS.

564.3.7 Administrative Communication Networks

Effective Date: 11/14/2016

- a. USAID Missions are responsible for the funding of all communication equipment and services associated with establishing and maintaining a separate Administrative Communication Network.
- b. USAID Missions are responsible for coordinating with the U.S. Embassy, Information Management Officer (IMO), and Chief of Mission (COM) to obtain frequencies from the

host government.

- c. The SEC/ISP/SE Branch can assist and support the USAID Mission in selecting the proper equipment, the procurement process, inspecting/programming equipment, shipping equipment to Post, and performing the installation on a cost reimbursement basis.
- d. The Regional Security Officer (RSO) is responsible for communication equipment provided to the U.S. Embassy Local Guard Force.

564.3.8 Life Cycle Replacement

Effective Date: 11/14/2016

- a. SEC/ISP is responsible for life cycle replacement of USAID-owned security communication systems, to include handheld radios, base stations, mobile radios, and repeaters. SEC/ISP will determine on a case-by-case basis whether DOS upgrades to newer security communication systems will be replaced prior to life cycle date.
- b. USAID Missions are responsible for funding life cycle replacement and extra batteries/chargers for all handheld radios at their Post. This does not include life cycle or new system replacements of Security Communication Systems by SEC/ISP.
- c. USAID Mission Executive Officers (EXOs) are responsible for the accountabilities of all emergency communication equipment provided by SEC/ISP. Under no circumstances will emergency communication equipment provided by SEC/ISP be removed, uninstalled, disposed of, redistributed, sold, and/or transferred without the approval of SEC/ISP.

564.3.9 Protecting Security Communication Equipment and Networks

Effective Date: 11/14/2016

- a. USAID Missions must be granted approval from SEC/ISP on any related repairs, replacements, installations, and programming on any communication equipment used by the USAID Mission. The only exception is any security communication equipment provided by DOS.
- b. Due to the sensitivity of the number of communication assets and software programming requirements, USAID Missions must maintain strict control procedures. The use of local employees (LE), local contractors, and/or vendors to repair, replace, install, and program any communication equipment is prohibited, with the exception of residential antennas and transmission cable provided by the SEC/ISP/SE Branch.
- c. The SEC/ISP/SE Branch will perform the repairs, replacements, installations, programming, and/or coordinate through the IMO, RIMC, or Headquarters Department of State Radio Programming Branch to perform these functions.

564.3.10 Security Communications Equipment Funding and Acquisition

Effective Date: 11/14/2016

- a. SEC/ISP/SE will fund, procure, and ship two-way security communication equipment to USAID Missions for all USAID direct-hire employees and their eligible dependents, to include a percentage for USAID direct-hire temporary duty travelers.
- b. SEC/ISP/CETS will fund, procure, and ship one-way and two-way emergency communication equipment used in support of the personnel recovery (PR) program.
- c. USAID Missions are required to fund security communication equipment for all non-direct-hire staff, including but not limited to: Foreign Service Nationals (FSNs), Third Country Nationals (TCNs), and United States Personal Service Contractors (USPSCs).
- d. Due to specialized hardware, software, and/or firmware unique to DOS communication equipment, Missions must coordinate with SEC and may only procure security communication equipment for their non-direct-hire staff from the approved DOS vendors outlined in the SEC Standardization Plan. SEC/ISP/SE can provide assistance in the selection, procurement, and shipment of security communication equipment for non-direct hire staff.
- e. Missions must procure, maintain, store, and dispose of all USAID-funded security communication equipment for non-direct hire staff in accordance with this ADS chapter.
- f. Missions must not acquire security communications equipment through ICASS.

564.3.11 Security Communications Equipment Accountability and Control

Effective Date: 11/14/2016

- a. Missions must record all security communications equipment in the USAID property accounting systems and control it in accordance with the provisions of [14 FAM 410](#) and [ADS 534, Personal Property Management Overseas](#).
- b. Missions must record, in their inventory management systems, all security communications systems and equipment that meets 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](#).
- c. Missions are accountable for all security communication 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 communication 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/non-direct hire employees or others. 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.

564.3.12 Contractor Communication Equipment

Effective Date: 11/14/2016

- a. SEC/ISP can assist USAID activities with communication equipment requirements by recommending actual equipment or systems and facilitating contact with appropriate vendors. SEC does not fund, install, or maintain project/program communication equipment.
- b. USAID Missions must ensure that contractors procure, maintain, store, and dispose of USAID-funded communication equipment in accordance with the SEC policies and procedures outlined in this ADS chapter and [ADS 534](#).
- c. Missions must ensure that contractor communication equipment does not use Post's E&E and other Embassy-sanctioned frequencies unless sanctioned by the Post EAC. Missions that are approved by the EAC to have Post's E&E and other Embassy-sanctioned frequencies must contact SEC for guidance on procuring approved equipment.
- d. USAID-funded security communication equipment that has the Post's E&E and other Embassy-sanctioned frequencies must be repaired and maintained at the Information Management Office, RIMC, or SEC/ISP/SE Branch electronic maintenance shops.
- e. Missions are responsible for the proper disposal of all USAID-funded security communication equipment that has the Post's E&E and other Embassy-sanctioned frequencies. Missions must ensure that the IMO certifies that all programming, software, and firmware is removed before disposal or redistribution outside the control of the United States Government.

564.4 MANDATORY REFERENCES**564.4.1 External Mandatory References**

Effective Date: 11/14/2016

- a. [5 FAH-2 Telecommunications Handbook](#)
- b. [5 FAM 500, Telecommunications](#)
- c. [14 FAM 410, Personal Property Management for Posts Abroad](#)

564.4.2 Internal Mandatory References

Effective Date: 11/14/2016

- a. [ADS 110, Equal Employment Opportunity](#)
- b. [ADS 534, Personal Property Management Overseas](#)
- c. [ADS 552, Classified Information Systems Security](#)

- d. [ADS 563, Armored Vehicle Program](#)
- e. [ADS 629, Accounting for USAID-Owned Property and Internal Use Software](#)

564.5 ADDITIONAL HELP
Effective Date: 11/14/2016

There are no Additional Help documents for this chapter.

564.6 DEFINITIONS
Effective Date: 11/14/2016

bandwidth

The amount of data that can be passed along a communications channel in a given period of time. (**Chapter 564**)

Diplomatic Telecommunications Service (DTS) Network

A system of interconnected secure data and voice circuits supporting foreign affairs agency headquarters in Washington, D.C., and U.S. diplomatic Missions abroad. All Department of State telecommunications circuits are integrated into the DTS network. (**Chapter 564**)

HF radio

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

Information Resource Management Bureau (IRM)

The functional Bureau within the Department of State that manages and sets policy for all information technology issues. (**Chapter 564**)

network

An assembly of member terminals, control facilities, and intercommunication facilities that can establish and maintain a communications link between any two of the member terminals. (**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:

<u>Frequency</u>	<u>Classification</u>	<u>Designation</u>
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 (Chapter 564)	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 channels at one time. (Chapter 564)

selcal number

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)

telecommunications

The science and technology of communication at a distance by electronic transmission of impulses, as by telegram, telephone, radio, or television. The electronic systems used in transmitting messages, as by telegram, telephone, radio, or television. (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 wires connecting the transmit and receive points. (Chapter 564)

wireless communications

Radio, cellular telephone, personal digital assistant (PDA), and satellite communications, including Tactical Satellite (TACSAT) and International Maritime Satellite (INMARSAT). (Chapter 564)

564_062722