

UNCLASSIFIED

September 19, 2024

## **Property Management Desk Officer Advisory**

FROM: A/LM/PMP/PM – Property Management

SUBJECT: Process for using Radio Check information to complete handheld radio inventory

### **Background Information**

Emergency & Evacuation (E&E) handheld radios are sensitive Department property. Feedback from handheld radio Accountable Property Officers (APOs) and their teams indicates that coordinating the physical scanning of these handheld devices during Annual Inventory season is a significant strain on resources.

### **Purpose**

To streamline the Department's Annual Inventory process and reduce the administrative burden on APOs and their teams, A/LM Property Management will accept confirmed radio check information from the ADG ATLAS Directory, Radio Module to account for E&E handheld radios during inventory season, rather than physically scanning each radio. ***Accountable Property Officers (APOs), in consultation with their post's Counterintelligence Working Group, can choose to adopt this process, or continue manual scans of handheld radios, depending on the needs of their functional unit.*** The purpose of this PMDOA is to guide APOs through the process of setting up the ADG ATLAS Directory, Radio Module and using radio check information to complete the Annual Inventory.

### **Setting up the ADG ATLAS Directory, Radio Module**

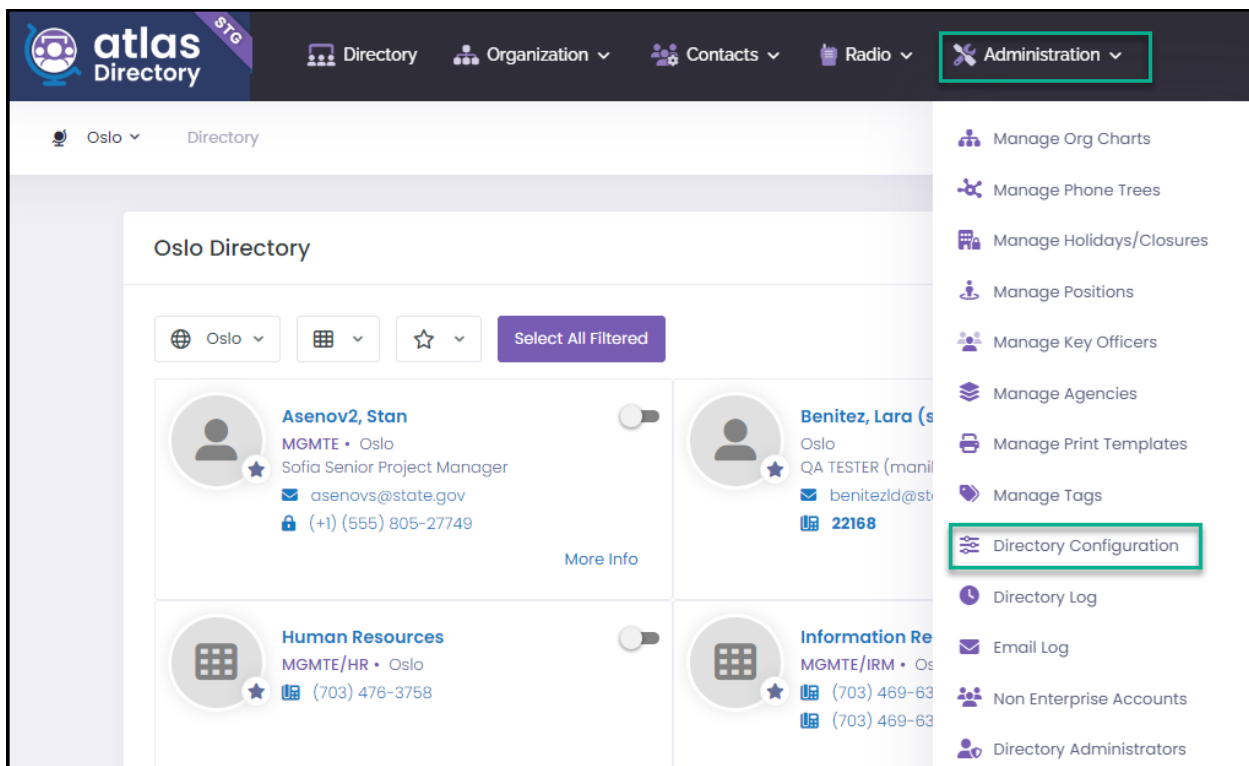
Per [24-STATE-42274](#), all overseas missions were instructed to deploy and utilize the [ATLAS Directory](#), which can be requested via the Application Development Group's (ADG) [Global Application Portal](#).

You can access the [Atlas Directory](#) at [directory.state.gov](https://directory.state.gov), via the Okta dashboard, or via the [Product Catalog](#). Once logged into ATLAS Directory, if there is no

“Radio” dropdown menu option on the top NavBar, this means your Radio module is not yet turned on.

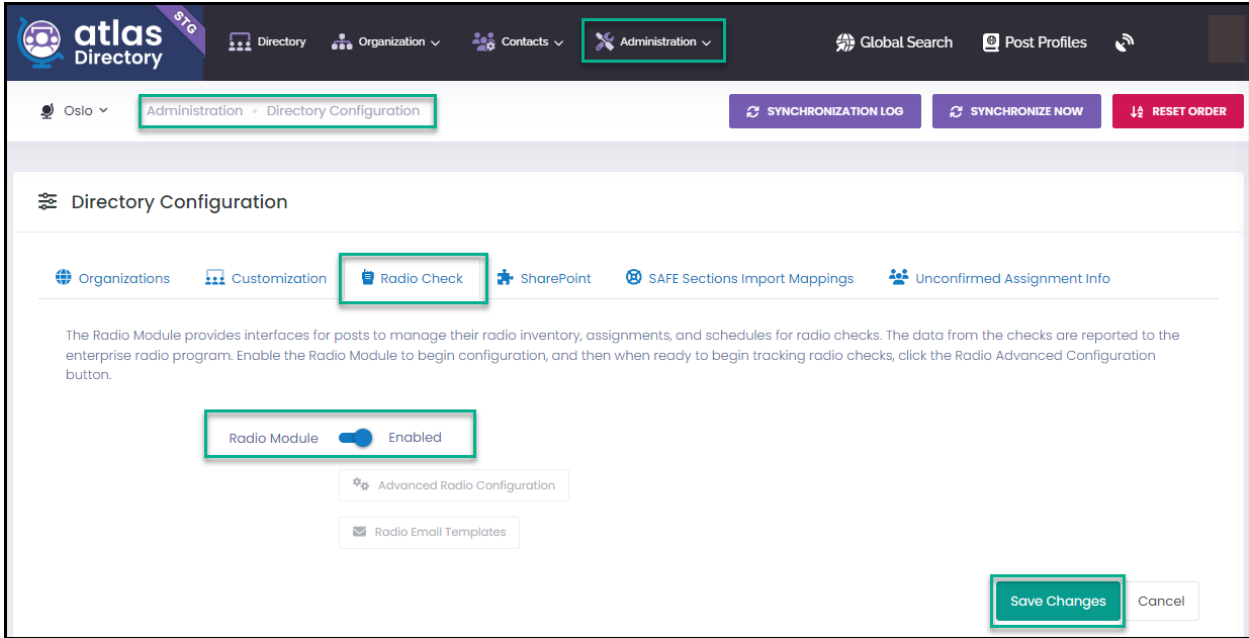
\*Note: only users with radio related roles or Directory Administrator roles will have the ability to access the Radio Module.

To turn on the Radio Module for your post, you must have Directory Administrator access within ATLAS Directory. Administrators will see an “Administration” dropdown menu on the top navigation bar. Click the Directory Configuration link from the Administration dropdown.

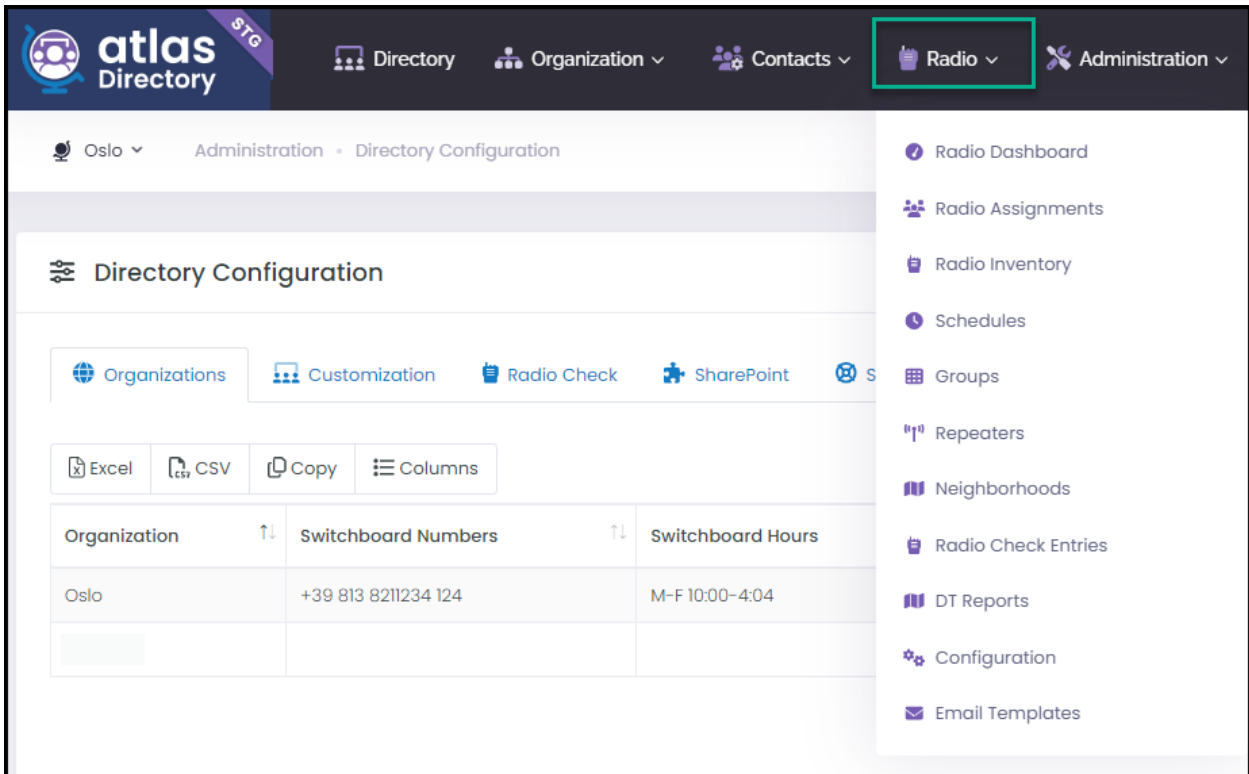


When you're on the Directory Configuration page:

- Click the Radio Check tab and
- Toggle the “Radio Module” field to the ‘Enabled’ position and
- Click ‘Save Changes’ at the top of the page.

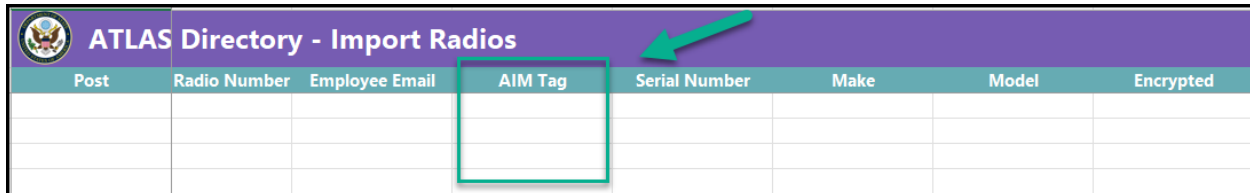


Once you click 'Save Changes,' you should see the "Radio" dropdown menu in the top navigation bar. This enables the Radio Module and allows all Directory Administrators and Radio Managers to make updates to the Radio Module.




## Uploading Radio Information

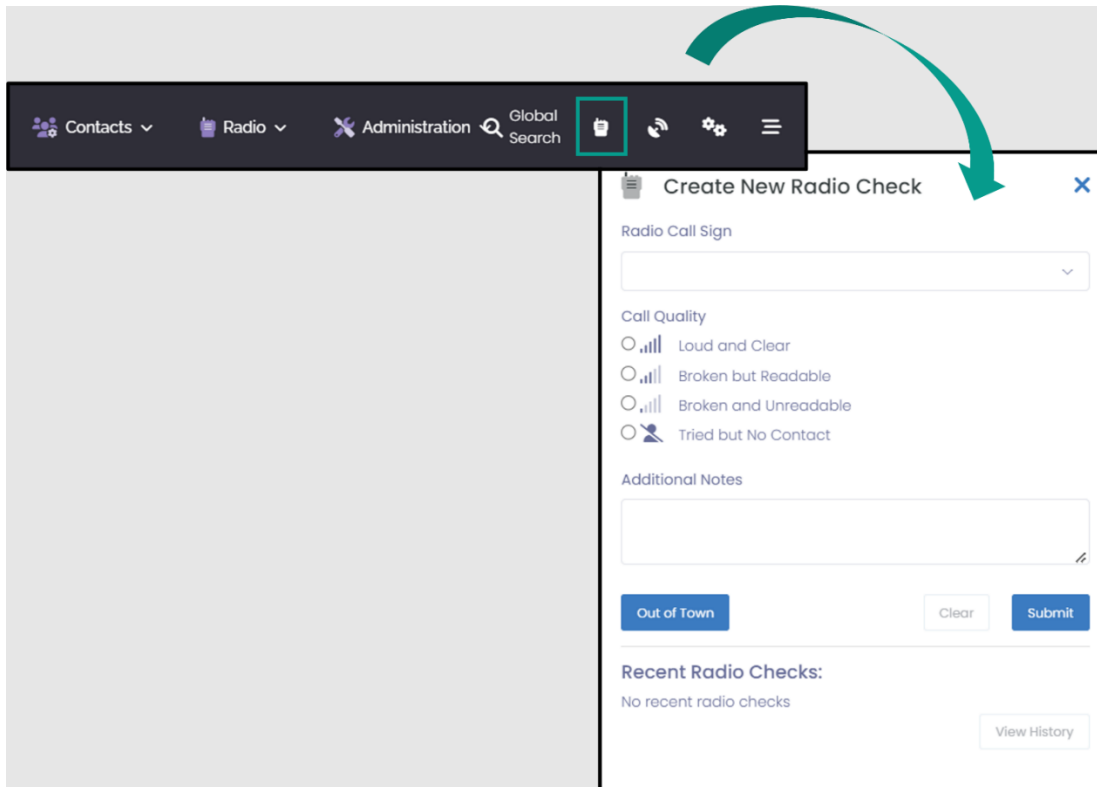
You will upload information for your post's handheld radios using the Radio Import Template. It is very important to input all of the requested data, especially the "AIM TAG" column. Without AIM Tag information, you will not be able to use the confirmed radio checks for Annual Inventory.







Post	Radio Number	Employee Email	AIM Tag	Serial Number	Make	Model	Encrypted

## Conducting Radio Checks

You can record Radio Check information by clicking the **Radio Icon**  at the top right of the navigation bar. When you click on the Radio icon, the Radio Check pop-up will display. You can select the radio call sign from the drop-down menu, and enter information about the call quality, as well as additional notes. The Radio Check pop-up also displays the most recent activity of the radio checks.



Navigation bar: Contacts, Radio, Administration, Global Search,  (highlighted), , , 

**Create New Radio Check** [X]

Radio Call Sign:

Call Quality:

- Loud and Clear
- Broken but Readable
- Broken and Unreadable
- Tried but No Contact

Additional Notes:

Buttons: Out of Town, Clear, Submit

Recent Radio Checks: No recent radio checks [View History]

## Running the Diplomatic Technology (DT) Report

You need a 'radio admin' type permission in the system to ensure you have access to the DT report. If you have this permission, you can click on the DT Report link from the radio dropdown. Then you can export the report via the "Export" button in the top right corner.

Enterprise Radio Report not yet transmitted for (2024-09)
2024-08
Export 2024-09 to Excel

This page contains only the Radio Check Events related to schedules selected for Enterprise Reporting.  
Transmission date to DT Radio Program for 2024-09 will be Tue 10/01/2024

DT Report Statistics for 2024-09

Excel
CSV
Copy
Columns

Search:

Post	YYYYMM	Total Radios	OK	KO	Perc. Req.	Success	Diagnostic Information																
	2024-09	219	4	0	90		<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td>1008</td> <td>Loud and Clear</td> <td>09/13/2024</td> <td>Event #2345</td> </tr> <tr> <td>1013</td> <td>Broken and Unreadable</td> <td>09/13/2024</td> <td>Event #2345</td> </tr> <tr> <td>1016</td> <td>Broken but Readable</td> <td>09/13/2024</td> <td>Event #2345</td> </tr> <tr> <td>1301</td> <td>Loud and Clear</td> <td>09/13/2024</td> <td>Event #2337</td> </tr> </table>	1008	Loud and Clear	09/13/2024	Event #2345	1013	Broken and Unreadable	09/13/2024	Event #2345	1016	Broken but Readable	09/13/2024	Event #2345	1301	Loud and Clear	09/13/2024	Event #2337
1008	Loud and Clear	09/13/2024	Event #2345																				
1013	Broken and Unreadable	09/13/2024	Event #2345																				
1016	Broken but Readable	09/13/2024	Event #2345																				
1301	Loud and Clear	09/13/2024	Event #2337																				

Show 10 entries Showing 1 to 1 of 1 entries
< 1 >

Radio Check Events scheduled for 2024-09

Excel
CSV
Copy
Columns

Search:

Post	Radio Check Event	Start	End	Type	Radios	Neighborhoods	Groups
	MGT	09/31/2024 07:00 PM	09/30/2024 08:59 PM	Monthly	2		group
	Radio Check	09/31/2024 07:00 PM	09/30/2024 08:59 PM	Monthly	221		

### Example DT Report

Radio Check Log															
Post	YYYY-MM	Tot. Radios	OK	KO	Perc. Required	Perc. Obtained	Radio	AIM Tag	Radio Post	Employee	Section	Neighborhood Zone	Group	Result	Success
Oslo	202409	219	4	0	90	2	1301	YKXNLPFX	Oslo	Albrecht, Karl		Bravo	Mario test group	LoudAndClear	OK
Oslo	202409	219	4	0	90	2	1008	HUABNVFP	Oslo	Employee_1139, John_1139	MGT/GSO	Tango	DEA	LoudAndClear	OK
Oslo	202409	219	4	0	90	2	1013	TOUDKAQT	Oslo	Employee_1142, John_1142	CSC	Tango	DEA	BrokenAndUnreadable	OK
Oslo	202409	219	4	0	90	2	1016	OFUJUJDSF	Oslo	Employee_1134, John_1134	USDA	Tango	DEA	BrokenButReadable	OK

Additional Radio Module configuration information is available on the [ADG Knowledge Base](#)

## Process for using the Diplomatic Technology Report for Annual Inventory

You will need to save the DT report as a PDF. The Property Management Officer (PMO) and delegated Accountable Property Officer (APO) must electronically sign the report.

Once the inventory has been closed, the APO should upload the report to the 'Additional Documentation' tab in the Certification Submission Center.

The screenshot shows the 'Additional Documentation' section of a web application. On the left, there is a tab labeled 'Attachments' with the text 'There are no attachments.' and a red-bordered button labeled 'Add Attachment'. On the right, there is a form with a label '\*Description:' and a text input field containing 'Diplomatic Technology Report'. Below the input field, the filename 'Diplomatic\_Technology\_Report.pdf' is displayed. At the bottom of the form, there are three buttons: 'Save & Return' (highlighted with a red border), 'Save & Add More', and 'Cancel'.

Manual and electronic scans will be accepted for radios during the annual inventory. The signed Diplomatic Technology report will serve as a valid justification for manual entries.

### Contact Information

For questions regarding Application Development Group (ADG) Radio Module content, including, User Guides, FAQs, and additional help, users can visit the [ADG Support Site](#).

For Property Management questions, and questions regarding the Annual Inventory please use the PM [SSP Helpdesk](#) for assistance. A list of PM Desk Officers by region is also available on the [Property Management Org Chart and Contacts website](#).

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