

9 FAM APPENDIX E, EXHIBIT II CA/VO ORGANIZATION AND FUNCTIONAL RESPONSIBILITIES

(CT:VISA-1366; 10-29-2009)

DEPUTY ASSISTANT SECRETARY FOR VISA SERVICES – CA/VO

MANAGING DIRECTOR – CA/VO

OFFICE OF FIELD SUPPORT & LIAISON - CA/VO/F

IMMIGRATION VISA CONTROL & REPORTING DIVISION – CA/VO/F/I

IV number control, allocation, & accounting
Workload & statistical reports & analyses on visa issuances & refusals
Preparation of Visa Bulletin & Annual Report of the Visa Office
Analyses of immigrant distribution & other numerical implications of proposed legislation

POST LIAISON DIVISION – CA/VO/F/P

Visa operations, procedures, and workload matters
Visa Waiver Program Coordinator
Refugee & parole matters
NIV reciprocity & fees
Referrals, records, forms, 212(d) (4) passport/visa waivers (other than foreign government officials)
Liaison with other U.S. Government (CDC, CBP, USCIS, ICE, etc.)
reoperations
Visa matters not listed under other VO units
SEVIS and PIMS
VLA violations

INFORMATION MANAGEMENT AND LIAISON – CA/VO/I

Coordinates Visa Office Policy on automated systems and interagency data sharing
Establishes policies regarding the content of CLASS and classified Consular Web site
Processes CLOK requests as well as doing larger scale additions and deletions to CLASS
Coordinates with CA/CST on technical maintenance of consular systems
Coordinates U.S. Government access to visa data sharing with DHS and other federal government entities. Acts as VO representative at interagency meetings on data sharing, biometric screening and data management

COMMUNICATIONS AND RECORDS DIVISIONS – CA/VO/I/CR

Maintains Visa Office files and records including cables
Retrieves stored visa applications from the National Archives and Records Administration

OFFICE OF LEGISLATION, REGULATIONS, AND ADVISORY ASSISTANCE – CA/VO/L

ADVISORY OPINIONS DIVISION – CA/VO/L/A

Advisory Opinions on INA 212 (a) ineligibilities (other than 212(a)(3)) other substantive issues under the INA related to visa issuance
Classifications of aliens other than A,G,C2/3 & NATO
NIV waiver under 212(d)(3)(a) (other than for 212(a)(3))
IV waivers under 212(g), (h), and (i)
Legal interpretations of immigration laws relating to visas
Privacy Act and FOIA requests
Litigation on cases involving visas

COORDINATION DIVISION – CA/VO/L/C

Advisory opinions on 212(a)(3) ineligibility (other than organized crime)

Security, terrorism & political issues related to the entry of aliens
Waivers under 212(d)(3)(a) for aliens ineligible under 212(a)(3)
Visas Viper Program
Visa Revocations on security, terrorism, and political grounds

LEGISLATION & REGULATIONS DIVISION – CA/VO/L/R

All issues regarding immigration legislation, public and private
Revision of visa regulations
Publish visa instructions (9 FAM) and Reciprocity Schedules
Updates to visa application forms

WAIVER REVIEW DIVISION – CA/VO/L/W

Advisory opinions whether subject to INA 212(e) two year home
residence rules applies to a J1 exchange visitor
Recommendations on applications for waiver of the two-year rule for
J1 exchange visitor

OFFICE OF PUBLIC & DIPLOMATIC LIAISON – CA/VO/P

DIPLOMATIC LIAISON DIVISION – CA/VO/P/D

Issuance of A1-2, G1-4, and NATO 1-6 visas
Advisory opinions on classification of aliens in A, G, and NATO cases
Documentary/visa waivers under INA 212(d) (4) for foreign
government officials or international organization aliens for
applications submitted directly to the Department
Applications for change into and out of diplomatic status

PUBLIC INQUIRIES – TELEPHONE - CA/VO/P/IT

Telephone and email inquiries on status of individual cases
(Congressional & other) and other visa issues

PUBLIC INQUIRIES- WRITTEN - CA/VO/P/IW

Written inquiries on status of individual cases (Congressional & other)
and other visa issues

WEBSITE AND CUSTOMER SERVICE UNIT

VO Web content manager for CA Internet (including travel.state.gov and CAWeb site (unclassified Intranet)
Manages Post Internet and Web site Content Guidelines for visa services
Coordinates with other bureaus and government agencies on Web matters

NATIONAL VISA CENTER – CA/VO/NVC

Manages preprocessing of all immigrant visa petitions including orphan, fiancé(e) and refugee/asylee cases approved by USCIS
Manages IV scheduling for all IV processing posts (except Guangzhou)
Assigns IV homeless cases
Handles preprocessing for all SIV cases for Afghanistan and Iraq
Handles fraud prevention and detection functions related to IV petitions
Central point of return for all immigrant and K petitions returned to petitions returned to USCIS for revocation

KENTUCKY CONSULAR CENTER – CA/VO/KCC

Manages the Diversity Immigrant Visa Lottery program
Handles fraud prevention and detection functions related to petition-based nonimmigrant visa applications
Converts all Form I-129 petitions into an electronic format using the Petition Information Management Services (PIMS)
Conducts Facial Recognition screening for visa applicants worldwide
Scans Category One cases for on-line retrieval and manages storage of the paper files
Manages the Appalachian Processing Check Center CLASS namecheck system
Transships DS/OF-156 forms sent by overseas posts.
Archives and forwards forms to the Washington National Records Center for storage