



# United States Department of State

Washington, D.C. 20520

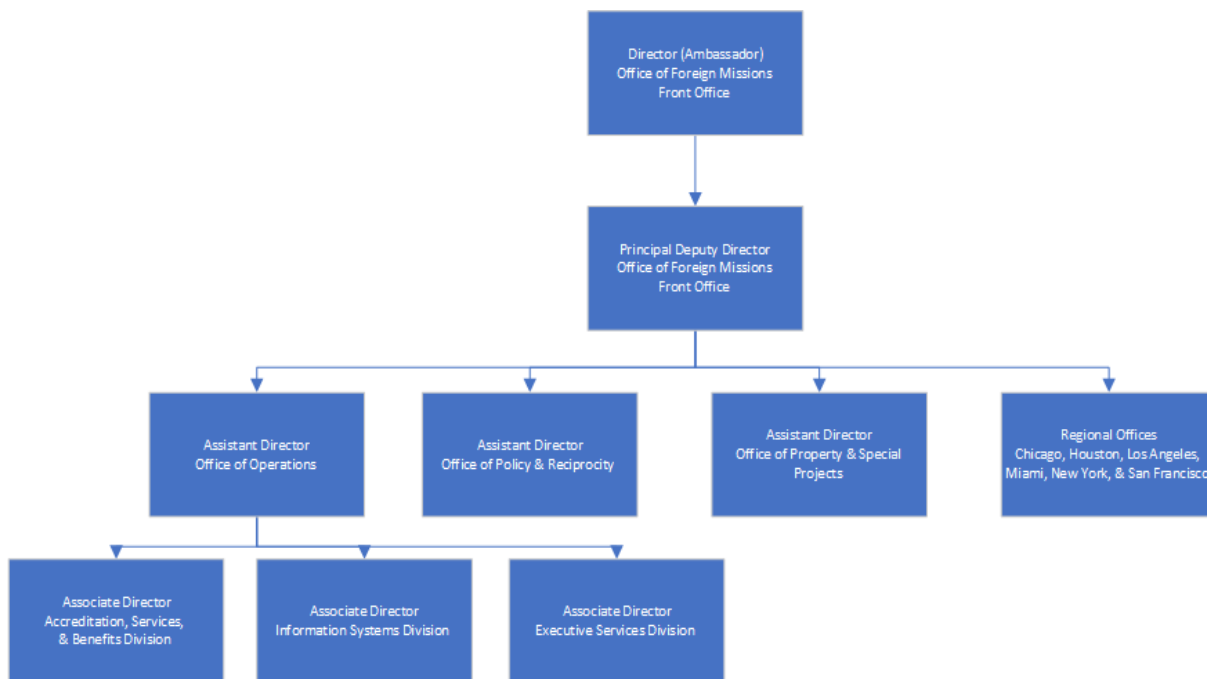
January 8, 2020

## NOTICE

### Reorganization of the Office of Foreign Missions

The Office of Foreign Missions (OFM) is pleased to announce that it has undertaken efforts to reorganize its Washington, DC-based operations. The new structure allows OFM to more effectively realize its Congressional mandates and serve its various clients more efficiently. OFM's goal is to fully operate under the reorganized structure before March 31, 2021.

The following chart illustrates OFM's reorganization. Below the chart, brief summaries of duties and contact information for each office and division are provided.



Questions concerning this **reorganization** should be directed to OFM by either telephone at (202) 647-3417 or email at [OFM-Info@state.gov](mailto:OFM-Info@state.gov).

**OFM Front Office  
Director and Principal Deputy Director**

**Address:** 2201 C Street, NW, Room 2236, Washington, DC 20520

**Phone:** (202) 647-3417 | **Email:** OFMAssistants@state.gov

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There are no changes envisioned for the roles and responsibilities of the OFM's Director and Principal Deputy Director, which respectively remain equivalents of an Assistant Secretary and Principal Deputy Assistant Secretary of State. Both positions, and front office staff, are located at the Harry S. Truman Building.

**Office of Operations**

**Address:** 3507 International Place, NW, Washington, DC 20008

**Phone:** (202) 647-3417 | **Email:** OFMOps@state.gov

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The Office of Operations (OFM/OPS) is headed by an Assistant Director and manages the following divisions:

- Accreditation, Services, & Benefits Division (OFM/OPS/ASB);
- Executive Services Division (OFM/OPS/EX); and
- Information Systems Division (OFM/OPS/IS).

OFM/OPS and each division listed above are located at 3507 International Place, NW, Washington, DC 20008.

**Accreditation, Services, & Benefits Division**

**Email:** To be announced

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Please note that the majority of functions previously assigned to both the OFM's Office of Diplomatic Motor Vehicles (OFM/DMV) and Accreditation Division (OFM/A) will be merged and transitioned into the Accreditation, Services, and Benefits Division (OFM/OPS/ASB). Further, adjudication of transactions related to tax exemption, importation, and bonded warehouse requests will also be merged and transitioned into OFM/OPS/ASB.

Once this transition is complete, the entities currently known as OFM/DMV and OFM/A will no longer exist. **The goal is to finalize this transition before March 31, 2021. Contact information for OFM/OPS/ASB will be shared upon final transition.** In the interim, missions should refer to page two of the Department's circular diplomatic note No. 20-906, dated June 23, 2020, for a listing of email addresses associated with the responsibilities that will be covered by OFM/OPS/ASB. Circular diplomatic note No. 20-906, is available at <https://www.state.gov/wp-content/uploads/2020/06/2020-06-09-Circular-Note-COVID-19-Operations-Status.pdf>.

OFM/OPS/ASB will be headed by an Associate Director and is responsible for the adjudication of all transaction requests related to the following types of actions:

- accreditation, notification, and termination of foreign mission members and their dependents;
- work authorization for eligible dependents of foreign mission members;
- tax exemption authorization;
- driver's license issuance;
- motor vehicle registration, titling, and liability insurance compliance;
- Social Security Administration scheduling (DC-only);
- customs clearance authorization; and
- bonded warehouse purchase of tax and duty-free merchandise authorization.

Additionally, OFM's Customer Service Center (CSC) will be managed by the Associate Director for Accreditation, Services, and Benefits.

### **Executive Services Division**

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OFM/OPS/EX is responsible for providing internal administrative management support for the entire bureau. Such responsibilities include administrative policy development, budget planning and control, financial management, personnel management, etc.

**OFM/OPS/EX is operational.** Given the nature of its internal-facing responsibilities, OFM/OPS/EX has limited to no need for direct interaction with the foreign mission community.

### **Information Systems Division** Email: OFMeGovHelpDesk@state.gov

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OFM/OPS/IS is primarily responsible for the ongoing development and management of "The Office of Foreign Missions Information System" (TOMIS), which includes OFM's e-Government system.

The foreign mission community's primary interaction with OFM/OPS/IS centers on requests associated with the establishment and maintenance of accounts for the e-Government system.

**OFM/OPS/IS is operational.** Foreign missions may continue to contact OFM/OPS/IS by email at OFMeGovHelpDesk@state.gov.

## Office of Policy & Reciprocity

**Address:** 2201 C Street, NW, Room 2236, Washington, DC 20520

**Phone:** (202) 647-3417 | **Email:** OFM-Policy@state.gov

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The Office of Policy and Reciprocity (OFM/PR) is headed by an Assistant Director and is responsible for the formulation and management of a wide array of policies associated with the following programs:

- the Foreign Mission Bonded Warehouse Program;
- the Foreign Mission Banking Program;
- the Foreign Mission Importation Program;
- the Foreign Mission Dependent Work Authorization Program;
- the Foreign Mission Tax-Exemption Program;
- the Foreign Mission Member Accreditation Program; and
- the Diplomatic Motor Vehicle Program.

Additionally, OFM/PR manages and responds to matters related to the following topics:

- the conduct of foreign elections in the United States;
- the health insurance expectations for foreign mission members; and
- the review and adjudication of criminal acts, including moving violations.

**OFM/PR is operational.** OFM/PR is located at the Harry S. Truman Building.

## Office of Property & Special Projects

**Address:** 2201 C Street, NW, Room 2236, Washington, DC 20520

**Phone:** (202) 647-3417 | **Email:** see below

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The Office of Property and Special Projects (OFM/PSP) is headed by an Assistant Director and is responsible for management of the formulation, development, and implementation of a wide array of policies associated with the following programs:

- the Foreign Mission Emergency Management Program;
  - OFM-EmergencyMgt@state.gov
- the Foreign Mission Property Program;
  - OFMProperty@state.gov
- the Foreign Mission Telecommunications Program;
  - OFMTravelServices@state.gov
- the Foreign Missions Travel Controls Program;
  - OFMTravelServices@state.gov
- the International Chancery Center;
  - OFMProperty@state.gov
- the Foreign Missions Center;
  - OFMProperty@state.gov

**OFM/PSP is operational.** OFM/PR is located at the Harry S. Truman Building.

### **OFM Regional Offices**

There are no organizational changes planned for the OFM Regional Offices, located in Chicago, Houston, Los Angeles, Miami, New York, and San Francisco. Comprehensive information concerning each regional office is available at <https://www.state.gov/regional-offices-office-of-foreign-missions/>.