

## **9 FAM APPENDIX O, 300 ROLES AND RESPONSIBILITIES**

*(CT:VISA-867; 03-20-2007)*  
*(Office of Origin: CA/VO/L/R)*

### **9 FAM APPENDIX O, 301 DEPARTMENT OF STATE**

*(CT:VISA-867; 03-20-2007)*

The Department of State develops, coordinates, and manages U.S. resettlement policy and programs for refugee admission to the United States.

### **9 FAM APPENDIX O, 302 BUREAU OF POPULATION, REFUGEES AND MIGRATION (PRM)**

*(CT:VISA-867; 03-20-2007)*

The Department of State's Bureau of Population, Refugees and Migration (PRM) is responsible for developing and coordinating refugee admissions policies and for management of resettlement programs. (See 1 FAM 520, Bureau of Population, Refugees and Migration (PRM) for a complete statement of the bureau's organization and responsibilities.)

### **9 FAM APPENDIX O, 303 OFFICE OF ADMISSIONS (PRM/A)**

*(CT:VISA-867; 03-20-2007)*

The Office of Admissions in the Bureau of Population, Refugees and Migration (PRM/A) develops, implements, manages and oversees policies and programs for overseas refugee processing, transportation, and initial domestic reception and placement. (See 1 FAM 527, Office of Refugee Admissions (PRM/A).)

## **9 FAM Appendix O, 303.1 Overseas Refugee Processing**

*(CT:VISA-867; 03-20-2007)*

Program officers with overseas responsibilities within PRM/A manage and oversee programs in assigned geographic areas for the selection, processing, and transportation of refugees to be admitted to the United States. These program officers also supervise and coordinate closely with operations of Overseas Processing Entities (OPE) under contract with PRM. One program officer is assigned to coordinate Visas 93 processing worldwide. The program officers coordinate overseas processing issues within the Department, as well as with the Department of Homeland Security (DHS), the United Nations High Commissioner for Refugees (UNHCR), the International Organization for Migration (IOM) and relevant non-governmental organizations.

## **9 FAM Appendix O, 303.2 Domestic Reception and Placement**

*(CT:VISA-867; 03-20-2007)*

Program officers with domestic responsibilities in PRM/A manage and oversee the domestic reception and placement program. PRM/A implements the program through cooperative agreements with national voluntary agencies that maintain a network of affiliates throughout the United States. These program officers coordinate with the Office of Refugee Resettlement in the Department of Health and Human Services (HHS), the Centers for Disease Control and Prevention (CDC), as well as with coordinators of state refugee programs and local providers of services to refugees in the United States.

## **9 FAM Appendix O, 303.3 Refugee Processing Center (RPC)**

*(CT:VISA-867; 03-20-2007)*

The Refugee Processing Center (RPC), located in Arlington, Virginia, is the central data repository for all overseas and domestic resettlement operations. Under PRM/A, the RPC manages the Worldwide Refugee Admissions Processing System (WRAPS). WRAPS is the Department of State database for all refugee applicants processed for resettlement consideration to the United States. The system tracks cases and generates reports on case status and worldwide admissions levels for program managers. The

RPC performs security name checks for all refugee applicants. RPC manages the process of allocating refugee cases to the domestic voluntary agencies, assigns case and alien numbers, and assists Consular officers in processing Visas 93s.

## **9 FAM APPENDIX O, 304 GEOGRAPHIC BUREAUS**

*(CT:VISA-867; 03-20-2007)*

Regional geographic bureaus and individual country offices coordinate with PRM/A on policies and programs related to refugees and resettlement within their geographic area of responsibility. They advise on country background and operations and serve as a link to overseas diplomatic missions.

## **9 FAM APPENDIX O, 305 BUREAU OF CONSULAR AFFAIRS (CA)**

*(CT:VISA-867; 03-20-2007)*

The Bureau of Consular Affairs, particularly CA/VO, provides PRM/A with support and guidance on security name checks, processing of derivative family members of refugees already admitted to the United States, and other issues common to immigrant visa (IV) processing, such as medical examinations conducted by panel physicians.

## **9 FAM APPENDIX O, 306 NATIONAL VISA CENTER (NVC)**

*(CT:VISA-867; 03-20-2007)*

The National Visa Center (NVC) transmits Form I-730's (Refugee/Asylee Relative Petition) approved by the U.S. Citizenship and Immigration Services (USCIS) to consulates overseas. Beneficiaries of Form I-730 petitions are the spouses and unmarried minor children of refugees already in the United States (V-93) or persons granted asylum in the United States (V-92). (See 9 FAM Appendix O, 700 Consular Processing of V-93 Beneficiaries, for further guidance on how to process V-93 beneficiaries, or 9 FAM, Appendix O, 1200 on V-92 processing.)

## **9 FAM APPENDIX O, 307 OVERSEAS DIPLOMATIC AND CONSULAR MISSIONS**

*(CT:VISA-867; 03-20-2007)*

- a. Diplomatic missions overseas may play a variety of roles in processing refugees for resettlement to the United States. Missions may assist in processing individuals identified for resettlement as Visas 93. (See 9 FAM Appendix O, 700 Consular Processing of V-93 Beneficiaries for specific guidance), conduct security reviews of the sites identified for refugee processing, or provide logistical support to TDY USCIS officers conducting refugee interviews. Missions may also refer individuals directly to the program (see 9 FAM Appendix O, 602 Embassy Referrals to the U.S. Refugee Program for specific guidance).
- b. Individuals seeking temporary refuge or asylum in the United States sometimes approach diplomatic missions directly. If someone approaches U.S. Government agency representatives seeking such assistance, missions should see the guidance in:
  - (1) 2 FAM 227, Requests for Asylum by Foreign Nationals;
  - (2) 2 FAM 228, Handling Asylum Requests by Persons Within Foreign Jurisdictions; or
  - (3) 2 FAM 229, Diplomatic and Consular Establishments, and refer to the most recent walk-in guidance cable.
- c. In general, refugees seeking third-country resettlement should be referred to the host Government or the nearest representative of the United Nations High Commissioner for Refugees (UNHCR) for information or assistance. The international community has given UNHCR the responsibility to protect refugees worldwide.

### **9 FAM Appendix O, 307.1 Refugee Coordinators (Refcoords)**

*(CT:VISA-867; 03-20-2007)*

Refugee coordinators (Refcoords) assigned to selected U.S. embassies overseas support the activities of the Bureau of Population, Refugees and Migration (PRM), including the Office of Admissions (PRM/A). In the geographic area of responsibility designated by PRM, the refugee coordinator may refer individuals for refugee processing or accept referrals of individuals from:

- (1) The United Nations High Commissioner for Refugees (UNHCR);
- (2) U.S. Embassies; and
- (3) Certain non-governmental organizations working with refugees.

## **9 FAM Appendix O, 307.2 Designated Refugee Officers**

*(CT:VISA-867; 03-20-2007)*

In countries where the United States regularly processes refugees for resettlement but a refcoord is not present, posts generally designate an officer to handle refugee admissions issues. This Refugee Officer maintains liaison with PRM/A, the Refugee Processing Center (RPC), and the Overseas Processing Entity (OPE), as well as the Department of Homeland Security's U.S. Citizenship and Immigration Services (DHS/USCIS) officers, UNHCR, and the International Organization for Migration (IOM).

## **9 FAM Appendix O, 307.3 Consular Support**

*(CT:VISA-867; 03-20-2007)*

In countries where the Department of Homeland Security's U.S. Citizenship and Immigration Services (DHS/USCIS) has no presence, consular officers are responsible for interviewing the cases of Form I-730 beneficiaries to verify the beneficiary's identity and the relationship to the petitioner, as well as determining if any INA 212(a) inadmissibilities exist. (See 9 FAM Appendix O, 700 Consular Processing of V-93 Beneficiaries, for further guidance on case preparation for spouses and children following to join refugees already in the United States.) (See 9 FAM Appendix O, 1200 for Visas 92 – following to join asylee - case processing guidance).

## **9 FAM Appendix O, 307.4 Support of Regional Security Office**

*(CT:VISA-867; 03-20-2007)*

- a. To provide a safe working environment for processing staff and adjudicating officers, the U.S. Citizenship and Immigration Services (USCIS) of the Department of Homeland Security (DHS) requires a security assessment of the site(s) proposed for interviews in any country where USCIS officers will interview refugee applicants in a place other than official U.S. Government offices.

- b. As far in advance as possible, PRM will request the security inspection by telegram to the regional security officer (RSO). The RSO must submit a report by telegram approving the site for use by U.S. Government officials before USCIS will schedule the circuit ride.
- c. If the RSO recommends security improvements before approving a site for use by U.S. Government officials, the Office of Admissions in the Bureau of Population, Refugees and Migration (PRM/A) will coordinate with USCIS and the Overseas Processing Entity (OPE) to decide whether to fund the improvements or find an alternate site for interviews.

## **9 FAM Appendix O, 307.5 Other Embassy Support**

*(CT:VISA-867; 03-20-2007)*

- a. Overseas processing entity (OPE) staff and U.S. Citizenship and Immigration Services (USCIS) officers traveling internationally must obtain country clearance. OPE staff are not U.S. Government employees but are contractors funded by the Bureau of Population, Refugees and Migration (PRM).
- b. USCIS may ask U.S. missions for logistical support for circuit rides. The level of support each mission offers will depend on the availability of resources; reimbursement should be handled consistent with applicable regulations. USCIS is responsible for all costs related to its officers, including hotel costs and renting of vehicles to transport its staff.
- c. The overseas processing entity (OPE) receives funding from the Bureau of Population, Refugees and Migration (PRM) to cover some administrative costs related to logistics for OPE and USCIS interviews. These costs are approved in advance by the Refugee Coordinator and/or PRM. The OPE may ask post's advice about locating suitable office space, lodging or facilities for interviewing refugee applicants. OPE staff may not ask for direct mission support for OPE operations.
- d. Contact the Office of Admissions in the Bureau of Population, Refugees and Migration (PRM/A) if you have questions about supporting circuit rides.

## **9 FAM APPENDIX O, 308 OTHER U.S. GOVERNMENT AGENCIES**

### **9 FAM Appendix O, 308.1 Department of Homeland**

## **Security (DHS)**

*(CT:VISA-867; 03-20-2007)*

Under Section 207(c)(1) of the INA, “the Attorney General may, in the Attorney General’s discretion and pursuant to such regulations as the Attorney General may prescribe, admit any refugee who is not firmly resettled in any foreign country, is determined to be of special humanitarian concern to the United States, and is admissible” subject to certain numerical limitations and related provisions in section 207. Since the passage of the Homeland Security Act of 2002, these functions are performed by the Secretary of DHS.

### **9 FAM Appendix O, 308.1-1 U.S. Citizenship and Immigration Services (USCIS)**

*(CT:VISA-867; 03-20-2007)*

The Secretary of Homeland Security has delegated the authority to determine refugee eligibility and admissibility to the U.S. Citizenship and Immigration Services (USCIS). Under USCIS regulations, immigration officers must interview every applicant presented for resettlement and decide if the applicant is eligible to be admitted to the United States as a refugee. USCIS officers who have received specialized refugee training conduct refugee adjudications overseas. There is supervisory review of the decision, but there is no appeal from a denial.

### **9 FAM Appendix O, 308.1-2 U.S. Customs and Border Protection (USCBP)**

*(CT:VISA-867; 03-20-2007)*

The U.S. Customs and Border Protection (USCBP) within the Department of Homeland Security (DHS) inspects individuals when they arrive at a U.S. port of entry (POE), and determines admissibility under U.S. immigration laws.

### **9 FAM Appendix O, 308.1-3 U.S. Immigration and Customs Enforcement (ICE)**

*(CT:VISA-867; 03-20-2007)*

The Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) conducts investigations related to fraud and misrepresentation in all immigration programs, including the refugee

admissions program.

## **9 FAM Appendix O, 308.2 Department of Health and Human Services (HHS), Office of Refugee Resettlement (ORR)**

*(CT:VISA-867; 03-20-2007)*

The Office of Refugee Resettlement, established under INA 411, 8 U.S.C. 1521, within the Department of Health and Human Services (HHS), funds and administers programs for resettled refugees through the states and other service providers. These programs help refugees to achieve economic self-sufficiency, develop English skills and otherwise integrate into communities in the United States. ORR is also responsible for safeguarding the welfare of refugee children who are resettled unaccompanied by a parent or other close adult relatives, and for services to victims of severe forms of human trafficking.

## **9 FAM APPENDIX O, 309 INTERNATIONAL ORGANIZATION PARTNERS**

### **9 FAM Appendix O, 309.1 United Nations High Commissioner for Refugees (UNHCR)**

*(CT:VISA-867; 03-20-2007)*

- a. The United Nations High Commissioner for Refugees (UNHCR), based in Geneva, Switzerland, leads and coordinates international action to safeguard the rights and welfare of refugees and resolve refugee problems worldwide. When UNHCR does not have representation in a country, the United Nations Development Program (UNDP) usually assumes responsibility for refugee issues.
- b. In addition to its role ensuring humanitarian assistance to refugees, UNHCR's mandate includes helping refugees find durable solutions. UNHCR may refer refugees for resettlement to third countries when neither safe voluntary repatriation nor settlement locally in the country of first asylum is appropriate or in the interest of family reunification.
- c. The United States provides targeted support to the United Nations High Commissioner for Refugees (UNHCR) to identify and refer refugees for third country resettlement, including to the United States. The United



States accepts referrals from UNHCR field offices worldwide. For additional information on UNHCR activities, (see the UNHCR Resettlement Handbook available on the UNHCR Web site under the heading "Publications.")

## **9 FAM Appendix O, 309.2 International Organization for Migration (IOM)**

*(CT:VISA-867; 03-20-2007)*

- a. The International Organization for Migration (IOM) provides a wide variety of overseas processing services under a Memorandum of Understanding with PRM. IOM serves as an Overseas Processing Entity (OPE) in several locations, conducts or oversees medical screening in many locations, handles transportation arrangements and pre-embarkation inspections for all refugees traveling to the United States, and administers the Department's refugee travel loan program.
- b. IOM contact information for the U.S. refugee program is:

International Organization for Migration  
122 East 42nd Street, Suite 1610  
New York, New York 10168  
Telephone: (212) 681-7000  
Fax: (212) 867-5887  
Email: onewyork@iom.int

## **9 FAM APPENDIX O, 310 NON-GOVERNMENTAL PARTNERS UNDER COOPERATIVE AGREEMENT**

### **9 FAM Appendix O, 310.1 Overseas Processing Entities (OPE)**

*(CT:VISA-867; 03-20-2007)*

- a. Overseas Processing Entities (OPEs) provide processing services under the direction of the Bureau of Population, Refugees and Migration (PRM). They are operated by voluntary agencies, the International Organization for Migration (IOM), and U.S. mission contractors. (See PRM's Web site for a current list of OPEs.)

- b. Nearly all OPEs have direct electronic links to WRAPS (Worldwide Refugee Admissions Processing System). The OPE maintains refugee files for the State Department.
- c. The OPE screens applicants, prepares cases for U.S. Citizenship and Immigration Services (USCIS) adjudication, schedules refugee interviews with USCIS, and prepares approved cases for travel, including medical screening, obtaining sponsorship in the United States and coordinating cultural orientation. The OPE coordinates directly with PRM, the Refugee Processing Center (RPC), USCIS and panel physicians, the United Nation High Commissioner for Refugees (UNHCR) and the International Organization for Migration (IOM), as needed.

### **9 FAM Appendix O, 310.1-1 Overseas Processing Entity (OPE) Circuit Rides**

*(CT:VISA-867; 03-20-2007)*

At posts where the United States processes fewer refugees, an Overseas Processing Entity (OPE) resident in another country may send staff on mission to prepare cases and support temporary duty officers from the U.S. Citizenship and Immigration Services (USCIS). These missions are known as "circuit rides." The OPE and USCIS will request country clearance from the post in advance of their visits and inform the post if they need logistical support.

### **9 FAM Appendix O, 310.1-2 Processing at Posts Without an Overseas Processing Entity (OPE)**

*(CT:VISA-867; 03-20-2007)*

If an Embassy refers an individual for consideration for resettlement as described in 9 FAM Appendix O, 602 Embassy Referrals to the U.S. Refugee Program, PRM's Office of Admissions (PRM/A) details an OPE staff member to prepare the case and assist the adjudicating officer from the Department of Homeland Security's U.S. Citizenship and Immigration Services (DHS/USCIS). Contact PRM/A for further guidance.

### **9 FAM Appendix O, 310.2 Domestic Reception and Placement Agencies**

*(CT:VISA-867; 03-20-2007)*

- a. The Bureau of Population, Refugees and Migration (PRM) has cooperative

agreements with domestic voluntary agencies (Volags) under INA 412(b)(a)(A) to sponsor refugees coming to the United States. Ten agencies currently provide initial Reception and Placement (R&P) services to arriving refugees under these agreements through a nationwide network of over 350 affiliated offices. (See PRM's Web site for the most recent list of reception and placement agencies.)

- b. For all arriving refugees (including those with family already in the United States), the R&P agencies must provide the following services, using funding from PRM as well as cash and in-kind contributions from private and other sources:
- (1) Sponsorship;
  - (2) Pre-arrival resettlement planning, including placement;
  - (3) Reception on arrival;
  - (4) Basic needs support (including housing, furnishings, food and clothing) for at least 30 days;
  - (5) Community orientation;
  - (6) Referrals to health, employment, and other services as needed; and
  - (7) Case management and tracking for 90-180 days.