

Pt. 5

22 CFR Ch. I (4-1-25 Edition)

their dependents: Form DSP-111, *Notification of Appointment of Foreign Government Employee*.

(c) Honorary consular officers: Form DSP-112, *Notification of Appointment of Honorary Consular Officer*.

(d) Missions should use Form DSP-113, *Notification of Change—Identification Card Request*, to promptly inform the Department of State of any change in the status of officers or employees of the missions and their family members originally reported to Protocol, or to apply for an identification card.

(e) Upon termination of employment of any diplomatic or consular officer, honorary consular officer, embassy or consular employee, or miscellaneous foreign government staff member, a Form DSP-115, *Notice of Termination of Diplomatic, Consular, or Foreign Government Employment*, must be submitted to the Office of Protocol.

PART 5—ORGANIZATION

Sec.

- 5.1 Introduction.
- 5.2 Central and field organization.
- 5.3 Rules of procedure, description of forms available, or the places at which forms may be obtained.
- 5.4 Substantive rules of general applicability adopted as authorized by law.
- 5.5 The Foreign Affairs Manual and the Foreign Affairs Handbook.

AUTHORITY: 22 U.S.C. 2651a; 5 U.S.C. 552.

SOURCE: 83 FR 50824, Oct. 10, 2018, unless otherwise noted.

§ 5.1 Introduction.

This part provides information to the public as required by the Freedom of Information Act, 5 U.S.C. 552(a)(1).

§ 5.2 Central and field organization.

(a) The central organization of the Department of State is prescribed by the State Department Basic Authorities Act of 1956, as amended (Pub. L. 84-885), codified at 22 U.S.C. 2651 *et seq.* and the Foreign Affairs Manual (see § 5.5).

(b) As used in this part, the term “Department of State” includes all offices within the Department in Washington, its domestic field offices in the United States, all U.S. diplomatic and consular posts throughout the world, and U.S. missions to international organizations unless otherwise specified.

(c) Any person desiring information concerning a matter handled by the Department of State, or any person desiring to make a submittal or request in connection with such a matter, should communicate either orally or in writing with the appropriate office. If the office receiving the communication does not have jurisdiction to handle the matter, the communication, if written, will be forwarded to the proper office, or, if oral, the person will be advised how to proceed. When the submittal or request from a member of the public consists of a formal application for one of the documents, privileges, or other benefits provided for in the laws administered by the Department of State, or in the regulations implementing these laws, the member of the public should follow the instructions on the form as to preparation and place of submission.

(d) From time to time, the Secretary of State will, to the extent authorized by law, delegate statutory or other authorities to subordinate officers, as authorized by 22 U.S.C. 2651a(a)(4). The Department will generally publish such delegations of authority in the FEDERAL REGISTER.

§ 5.3 Rules of procedure, description of forms available, or the places at which forms may be obtained.

Rules of procedure regarding the following listed matters may be consulted under the corresponding regulations referenced in § 5.4, or obtained upon application to the offices listed below. Forms pertaining to the following listed matters, and instructions relating thereto may also be obtained at the offices indicated in the following table 1 to § 5.3:

TABLE 1 TO § 5.3

Subject matter	Office	Address
Access to Information and Records	Bureau of Administration	Office of Information Programs and Services (IPS), U.S. Department of State, State Annex 2 (SA-2), 515 22nd Street NW, Washington, DC, Suite 8100, 20522-0208, Fax: (202) 261-8579, URL: FOIA.state.gov . For passport records and records of the Office of the Inspector General, please see 22 CFR 171.4(a).
Appointment of Foreign Service Officers	Board of Examiners for the Foreign Service	Board of Examiners for the Foreign Service, Department of State, SA-1, H-518, 2401 E Street NW, Washington, DC 20522.
Authentications	Office of Authentications	U.S. Department of State, 600 19th Street NW, Washington, DC 20006.
Civil Rights	Office of Civil Rights	Office of Civil Rights (S/OCR), 2201 C Street NW, Suite 7428, Washington, DC 20520. https://eforms.state.gov .
Forms	Bureau of Educational and Cultural Affairs	For ECA-funded programs, Department of State, 2200 C Street NW, Washington, DC 20522-0500, ECA.state.gov ; phone (202) 632-6445. For the Exchange Visitor Program, Department of State, SA-4E, Room E-B001—2201 C Street NW, Washington, DC 20520. Jexchanges@state.gov ; phone (202) 632-6445.
International educational and cultural exchange programs.		U.S. Department of State, Directorate of Defense Trade Controls, 2401 E Street NW, SA-1, Room H1200, Washington, DC 20037.
International Traffic in Arms Regulations	Directorate of Defense Trade Controls	For the Exchange Visitor Program, Department of State, SA-4E, Room E-B001—2201 C Street NW, Washington, DC 20520. Jexchanges@state.gov ; phone (202) 632-6445.
U.S. Passports	Passport Services	U.S. Department of State, Directorate of Defense Trade Controls, 2401 E Street NW, SA-1, Room H1200, Washington, DC 20037. https://travel.state.gov/ , National Passport Information Center, 877-487-2778, 888-874-7793 (TDD/TTY), 8:00 am to 10:00 pm ET Monday-Friday, 10:00 am to 3:00 pm ET Saturday (excluding federal holidays), NPIC@state.gov . https://www.state.gov/r/pa/e/rls/dos/99484.htm .
21 Organizational chart	Office of the Procurement Executive	U.S. Department of State, A/OPE (SA-15, Suite 1060), Washington, DC 20522, FAX 703-875-6155.
Procurements and assistance, domestic/international acquisition and federal assistance policy.	Overseas Citizen Services	https://travel.state.gov/ , 888-407-4747 (from U.S. and Canada), +1 202-501-4444 (from Overseas).
Protection and welfare of U.S. citizens, inter-country adoption, international child abduction, and other consular services abroad.	Office of the Assistant Legal Adviser for Treaty Affairs.	https://www.state.gov/s/l/treaty/ .
Treaties and international agreements	Office of Visa Services	https://travel.state.gov/ , National Visa Center—Public Inquiries, 603-334-0700 (immigrant visas only), 603-334-0888 (nonimmigrant visas only), 7:00 a.m.—12:00 a.m. ET Monday—Friday (excluding federal holidays), https://securereforms.travel.state.gov/ask-nvc.php .
Visa issuance		

§ 5.4

§ 5.4 Substantive rules of general applicability adopted as authorized by law.

(a) The regulations of the Department of State required to be published under the provisions of the Administrative Procedure Act are found in the Code of Federal Regulations (generally in title 22) and in the FEDERAL REGISTER. Any person desiring information with respect to a particular procedure should examine the pertinent regulation cited in paragraph (b) of this section.

(b) The following paragraphs (b)(1) through (18) are citations to regulations within the scope of this section:

- (1) Appointment of Foreign Service Officers. 22 CFR part 11 *et seq.*
- (2) Schedule of Fees for Consular Services. 22 CFR part 22.
- (3) Claims and Stolen Property. 22 CFR part 31 *et seq.*
- (4) Issuance of Visas. 22 CFR parts 41-42 *et seq.*
- (5) Nationality and Passports. 22 CFR part 50 *et seq.*
- (6) International Educational and Cultural Exchanges. 22 CFR part 62 *et seq.*
- (7) Protection and Welfare of Americans Abroad. 22 CFR part 71 *et seq.*
- (8) Other Consular Services Abroad. 22 CFR part 92 *et seq.*
- (9) Chemical Weapons Convention Regulations. 22 CFR part 103.
- (10) International Trafficking in Persons. 22 CFR part 104.
- (11) International Traffic in Arms Regulations. 22 CFR part 121 *et seq.*
- (12) Certificates of Authentication. 22 CFR part 131 *et seq.*
- (13) Civil Rights, including implementation of Sections 504 and 508 of the Rehabilitation Act of 1973. 22 CFR part 141 *et seq.*
- (14) Department of State Acquisition Regulation. 48 CFR chapter 6.
- (15) Availability of Information and Records to the Public. 22 CFR part 171.
- (16) Service of Process. 22 CFR part 172.
- (17) Availability of Public Diplomacy Program Material in the United States. 22 CFR part 173.
- (18) Coordination, Reporting, and Publication of International Agreements. 22 CFR part 181.

22 CFR Ch. I (4-1-25 Edition)

(c) The regulations listed in paragraph (b) of this section are supplemented from time to time by amendments appearing initially in the FEDERAL REGISTER.

§ 5.5. The Foreign Affairs Manual and the Foreign Affairs Handbook.

The Department articulates official guidance, including procedures and policies, on matters relating to Department management and personnel in the Foreign Affairs Manual (FAM) and the Foreign Affairs Handbook (FAH) series. Some of these directives are promulgated pursuant to statute, such as the Secretary of State's authority to prescribe regulations for the Foreign Service as provided in Section 206 of the Foreign Service Act of 1980, as amended, 22 U.S.C. 3926. The FAMs and FAHs that are publicly available are located on the Department's public website, at <https://fam.state.gov/>.

PART 7 [RESERVED]

PART 9—SECURITY INFORMATION REGULATIONS

Sec.

- 9.1 Basis.
- 9.2 Objective.
- 9.3 Senior agency official.
- 9.4 Original classification.
- 9.5 Original classification authority.
- 9.6 Derivative classification.
- 9.7 Identification and marking.
- 9.8 Classification challenges.
- 9.9 Declassification and downgrading.
- 9.10 Mandatory declassification review.
- 9.11 Systematic declassification review.
- 9.12 Sharing other-agency classified information.
- 9.13 Access to classified information by historical researchers and certain former government personnel.
- 9.14 Pre-publication review of writings by former Department personnel.
- 9.15 Assistance to the Historian's Office.
- 9.16 Safeguarding.

AUTHORITY: E.O. 13526 (75 FR 707, January 5, 2010); Information Security Oversight Office Directive 32 CFR part 2001 (75 FR 37254, June 28, 2010).

SOURCE: 79 FR 35936, June 25, 2014, unless otherwise noted.