

9 FAM APPENDIX E, 200 TYPES OF CORRESPONDENCE

(CT:VISA-1091; 10-23-2008)
(Office of Origin: CA/VO/L/R)

9 FAM APPENDIX E, 201 CABLES

9 FAM Appendix E, 201.1 Appropriate Use of Cables

(CT:VISA-1091; 10-23-2008)

- a. *In general*, you should use a cable *to* answer a cable whenever a front channel message is required, or whenever it is deemed advantageous.
- b. The Department does not have hard and fast rules about when cables should or should not be used and leaves the choice up to the consular officer and the post.

9 FAM Appendix E, 201.2 Preparing Cables

(CT:VISA-1091; 10-23-2008)

Cables relating to *specific* cases will be generated using the appropriate consular software; non-immigrant visas (NIV), immigrant visas (IV), or Independent Namecheck (INK). For cables created outside the consular software, the following guidelines apply:

- (1) The caption line of cables concerning visas should have "VISAS" or "VISAS (plus code-word);"
- (2) A distribution slug indicating the symbol(s) for the division(s) or office(s) in *the Office of Visa Services (CA/VO)* which will be responsible for action on the message should follow "VISAS"; e.g., VISAS FOR CA/VO/P. If possible, the substance of each message should be limited to the functional responsibilities of just one particular CA/VO unit. See "Who's Who in the Visa Office" on *the Consular Affairs Web site or 9 FAM Appendix E, Exhibit II* for an organizational breakdown of the Visa Office;
- (3) The prefix "CVIS" and the alien's name must be included in the "TAGS" line in all individual visa cases:
EXAMPLE: TAGS: CVIS (DOE, John);
- (4) The type of case (such as NIV, IV, or PAROLE) in addition to the

subject matter, must be included in the "SUBJECT" line:

EXAMPLE: SUBJECT: NIV CASE-FRAUD; and

- (5) In addition to including the telegraphic code (such as GIRAFFE) in the caption line (not on the "SUBJECT" line), the code-word should start the text of the telegram (see 9 FAM Appendix E, 300 for telegraphic code words).

9 FAM Appendix E, 201.3 Cable Correspondence with Department of Homeland Security (DHS)

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Posts should address telegrams sent to a DHS district director or officer-in-charge at a port of entry according to the following examples:

- (1) EXAMPLE: Unclassified Telegram:
TO: HQ BICE INTELHQICE Intel WASHDC IMMEDIATE
FROM: AMEMBASSY ANKARA
E.O. 12958: N/A
TAGS: CVIS (DOE, JOHN ELLIS)
SUBJECT: ADJUSTMENT OF STATUS CASE
REF: NONE
HQ BICE INTEL PASS ELECTRICALLY DD/ICE CHICAGO.
VISAS DECEMBER JOHN DOE, etc.
- (2) EXAMPLE: Classified Telegram:
CONFIDENTIAL
TO: HQ BICE INTEL WASHDC IMMEDIATE
INFO: SECSTATE PRIORITY
AMCONSUL PALERMO
AMEMBASSY ROME
FROM: AMEMBASSY MANILA
E.O. 12958: ADS DECLASSIFY UPON RECEIPT
TAGS: CVIS (DOE, JOHN ELLIS)
SUBJECT: FRAUDULENTLY DOCUMENTED TRAVELER
REF: STATE 123456
HQ BICE INTEL DECLASSIFY UPON RECEIPT AND SEND ELECTRICALLY

TO DD/NEW YORK CITY AND OIC/JOHN F. KENNEDY IT'L AIRPORT
ASAP.

SUBJECT ARRIVING JFK/NYC ON FLIGHT AL123, etc.