



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
SOUTHEAST REGION OFFICE - INSTALLATION MANAGEMENT AGENCY
UNITED STATES ARMY GARRISON - MIAMI
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

SOGM-CO

1 June 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison-Miami (USAG-M), Policy Memorandum 8-Official Passports and Visas

1. Purpose. To establish policy for the issuing of official no-fee passports and visas.
2. References
 - a. DoD 45.54-G, Foreign Clearance Guide (FCG), October 2002
 - b. United States Department of State Passport Agent's Manual, January 2003
3. Applicability. This policy applies to all military service members, DoD employees assigned to Headquarters, U.S. Southern Command (USSOUTHCOM), and members of military installations that have signed Memorandums of Agreement (MOUs) with USAG-M.
4. Policy. Passport/Visa Examiners are authorized to process and submit diplomatic, official and no-fee passport and official visa applications for DoD Civilians and service members traveling on official business within the USSOUTHCOM area of responsibility. Government issued passports remain valid for a maximum of five years. These passports carry an endorsement that identifies the bearer as agent of the U.S. Government proceeding abroad on official travel. Issued passports are official documents, property of the U.S. Government, that must be returned upon demand.
5. Responsibilities
 - a. The bearer must secure the passport and ensure it is not altered, mutilated or changed in any manner, except by proper authorities. Anyone who mutilates or makes unauthorized changes to an official passport is subject to criminal penalties (Section 1543 of title 18, United States Code). The Washington Regional Passport Agency will process all passports applications submitted by SOUTHCOM/USAG-M Passport and Visa Office.
 - b. The Garrison Passport and Visa Office is responsible for enforcing compliance of governing passport and visa regulations and directives, issuing relevant instructions from the Department of State, and for managing passport and visa services for USSOUTHCOM.
 - c. USSOUTHCOM Directors and Heads of Special Staff Sections must submit a memorandum addressed to the Director, Military Personnel to request and validate travel mission requirements and authorize requests for passport an/or visa applications. Official passports and visas are

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mandatory when traveling on official business as specified by the Foreign Clearance Guide. Personnel will use these documents for official travel only.

6. Procedures

a. The requesting Directorate will specify in writing the destination of their travelers and the projected date of travel. It is imperative that Directorates and Special Staff section plan far in advance to allow sufficient process time. The Director, the Deputy, the Head of the Special Staff Agency or an in-writing delegated official must sign a Memorandum of Authorization requesting passport/visa support. Examples of this memorandum are provided by the passport/visa office.

b. Applicants must contact the Passport and Visa staff to ensure compliance with established rules and regulations and provide proper information to the Agents to satisfy issuance requirements. A memorandum of authorization, proof of American citizenship and a valid DoD employee identification card. When applicable, a current driver's license is the primary required document. The processing of a passport request will take approximately 6 weeks.

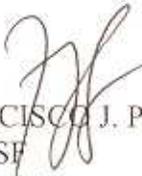
c. Expedited requests. Applicants must submit a memorandum signed by a General, O-7 or a civilian employee, GS-14 or above. This special request will take a minimum of fifteen working days for processing. In cases of an extreme urgency, the request memorandum must be signed by the USSOUTHCOM Chief of Staff.

d. Visa applications. Advanced notice is needed for official visa application requests. Document requirements vary according to the country of destination. A memorandum of authorization is required for all visa applications. Visas for countries in Central and South America will be processed through the respective consulate in Miami, Florida. Expedited visa requests will be dealt with on a case by case basis.

7. The points of contact for this policy are the USAG-M, Military Personnel Office, SFC Craddock at DSN 567-1715 and the Passport/Visa agents: Mr. Jorge E. Rivera at (305) 437-2751; email riveraj@hq.southcom.mil, or Mr. David M. Beraha (305) 437-2750; berahad@hq.southcom.mil.

Encl
Memorandum of Authorization

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FRANCISCO J. PEDROZO
COL, SF
Commanding