

Annex 1

E X A M P L E, Please use command specific data on your command letter head in memo format

XXXX-XX

25 March 2019

MEMORANDUM FOR Department of State, Special Issuance Agency (SIA)

To: CA/PPT/SIA Official Passport Branch Chief

Through: Directorate of Executive Travel, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060

Approved: _____

Disapproved: _____

SUBJECT: Request for Official Passport(s) with Memorandum in Lieu of Orders
{identify the appropriate subject}

1. Request the following individual(s) be Issued an official passport
(Select and identify the correct option, delete options not required)

- | | |
|--|--|
| (a) Initial Official Passport | { Provide accurate information } |
| (b) Renewal of an Official Passport | { Be specific, utilize the correct action } |
| (c) Request 2 nd (Dual) Official Passport | { Memos providing incorrect data or missing
data, request will not be processed } |

<u>NAME</u>	<u>RANK</u>	<u>DOB (YYYYMMDD)</u>
John T. Doe	GS-9	20080515
Position Title:		
Name of office:		
Current official passport number 000000000		
Current official passport Expiration Date:		

2. (USE COMMAND SPECIFIC INFORMATION) (THIS IS AN EXAMPLE ONLY)
The above service member/civilian/dependent is (are) assigned to the USAG Stuttgart Military Personnel Det (MPD). This member/ Individual will be traveling to NON-NATO countries to include (list "1" Non Nato Country) from, **01 October 2007 until 31 March 2008**, in support of Operation Enduring Freedom. (Must be specific in regards to travel)
3. (PROVIDE A DETAILED JUSTIFICATION)(BE SURE TO JUSTIFY WHY OFFICIAL TRAVEL ORDERS ARE NOT AVAILABLE FOR THIS TRAVEL) (THIS IS ONLY AN EXAMPLE) JUSTIFICATION FOR TRAVEL: (YOUR ORGANIZATION NAME) is responsible for providing assistance for (unclassified mission responsibility) to the U.S. Army Europe, U.S. Army Central Command , other Department of Defense activities, NATO, and UN forces. The ability of this (**service member/civilian**) to travel in restricted areas is critical to the Department of Defense mission. (Justification for secondary official passport must include amplifying data and be as descriptive as possible. Display a clear job related need for the secondary official passport.)
4. (REVIEW THE FOREIGN CLEARANCE GUIDE) (<https://www.fcg.pentagon.mil/fcg.cfm>)
(If your place of travel does not reflect the requirement for an official passport it will be denied)
VISA is not required per operations orders or Foreign Clearance Guide.
5. (USE POINTS OF CONTACTS WITHIN YOUR COMMAND) (THIS IS AN EXAMPLE)
Point of Contact is (Ms. Jacks/ Mr. Daniels at DSN 370-7533/8502, Civ 410-234-2345.)

(Signed by O-6 Commander)
COMMANDER'S SIGNATURE
PRINT NAME OF OFFICER,
GRADE AND TITLE