

(UNIT LETTERHEAD)

Formatting consistent with sponsoring service component

DATE

MEMORANDUM FOR U.S. DEPARTMENT OF STATE

Special Issuance Agency  
44132 Mercure Cir  
P.O. Box 1185  
Sterling, VA 20166-1185

FROM: Unit/Squadron  
Unit/Squadron Complete  
Mailing Address

SUBJECT: Request Expedite Service for Passport Application(s)

1. Request passport application(s) for an official passport be expedited on the following individual(s):

<i>Full Name (Last/ First/ Middle</i>	<i>SSAN</i>	<i>DOB</i>	<i>(as completed on the application)</i>
-			
-			
-			

2. Individual(s) will be departing CONUS date of departure for # of days/months and requires the passport by date passport required by individual(s). Individual(s) was/were notified date notified that he/she would be traveling to state Non-NATO country requiring individual to have a passport for the purpose of state purpose of travel. Destination on this memorandum must match the DD-1056, DOS application, orders and itinerary.

3. The last minute processing of this request was necessary because state reason for last minute processing to obtain an official passport. (e.g., only individual qualified to complete mission/task, individual did not have an official passport prior to notification since his current duties did not require one).

4. Travel cannot be postponed to a later date because (state reason travel date cannot be altered).

5. Your prompt attention to this request would be greatly appreciated. Direct any questions concerning this request to name of POC at Commercial and DSN number.

6. Explanation indicating the absence or inability of a General Officer or SES equivalent signature.

SIGNATURE BLOCK  
(Signature, Commander)  
(General officer or SES equivalent)  
(Digital Signature authorized until rescinded. Hand written signatures authorized in original format.  
Rank/Title of signing official)

DIRECTIONS FOR COMPLETING EXPEDITE MEMO:

- *Replace All Italicized/Underlined Text*
- Place the expedite letter on the front of application.
- One original memo must be submitted. If more than one individual is on the expedite request then you can make copies and highlight each individual's name and attach it to his/her corresponding application. Group request must be submitted on the same day.
- Memo **must** be signed by a general officer or SES equivalent. The only authorized exception is a request initiated at installations where no general officer or SES equivalent exists. In those cases, the request may be signed by the installation commander. **However**, a paragraph must be added, prior to the signature block, with an explanation indicating the absence of a general officer or SES equivalent signature. Signatures may not indicate by direction or "for" signatures. The authorizing signature must be the official listed.
- The Non-NATO country stated in the expedite memo must coincide with the Non-NATO country stated on the passport application and DD Form 1056.
- All Expedite and Walk through request for a passport must have orders and itinerary submitted with the expedite memo. Blanket orders are not accepted by the Department of State. Orders must state same departure date and Non-NATO country that is stated in the expedite memo, DOS passport application, and DD Form 1056.
- Expedited processing is not available for Dependents of Command sponsored personnel.
- Visa expedite letters are not available and DoD agents must contact DoD EA PSD Visa team for assistance.
- Half packages, partially or incomplete packages will not be accepted by DoD agents for later piece work under any circumstance. Applications must be complete at the time of submission. Orders, Expedite letters and all supporting documents must be provided during initial submission.

Expedited Service request: (PERFORM BY PSD MANAGEMENT)

Utilized when travel will take place in 30 days or less or when the situation involves the submission of a visa with a countries known to have excessive processing periods. (i.e.; Iraq, Kuwait)

Walk thru Service request: (PERFORM BY PSD MANAGEMENT)

Utilize when travel will take place in 10 days or less. Walk thru for same day service if required must be specifically authorized by DoD EA, PSD Fort Belvoir after coordination of appointment date and time with the Dept. of State. The DoD agent nor DoD applicants are not authorized to coordinate appointments with Dept. of State.

Required support documents:

- Waiver memorandum must be provided by the applicant if available (i.e.; EOD JEOD)
- Expedite Memo with original signature of O7 / SES listing each member (signature block required)
- Application package and accompanying citizenship proof, supporting documents
- Travel Orders, finalized and approved for each member (assigning orders, PCS or TAD/TDY orders)
- Flight Itinerary for each member identified on the expedite letter.