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

XXXX-XX 01 Jan 2016

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

To: CA/PPT/SIA Official Passport Section

Through: Directorate of Executive Travel, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060
Approve :__(DET signs here)_____ Disapprove:____ (Or DET signs here)_____

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

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 2nd (Dual) Official Passport {Memos providing incorrect data or missing}
{ data, request will not be processed }

| NAME | RANK | DOB (YYYYMMDD) |
|---|---|---|
| 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 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)(PROVIDE TASKING DOCUMENTATION/INFORMATION VERIFYING THE NEED FOR A PASSPORT) (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 these areas is critical to the Department of Defense mission. Orders are not available because (state purpose). (Justification for primary and secondary official passports must include amplifying data and be as descriptive as possible. Send supporting tasking documentation to display the bona fide need for an official passport with the request. Display a clear job related need for the official passport(s).)

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)(Send this completed and O-6 signed memorandum and supporting tasking documentation as a request to usarmy.belvoir.hqda-oaa-det.mbx.exception-options@mail.mil for processing)

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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