

(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):

Full Name (Last/ First/ Middle) DOB (as completed on the application)

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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 (Member must be unavailable for extended time frame).

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(Digital Signature authorized until rescinded.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:

Revised: 01 Jan 2023

- **Replace All Italicized/Underlined Text**
- Place the expedite letter on the front of application.
- If more than one individual is on the expedite request, 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 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 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. Applications must be complete at the time of submission.

Further guidance when requesting expedited actions: Expedited travel support for applications with less than adequate time to process under normal circumstances or preservation of mission. Do not forward expedite request to PSD without prior coordination.

- Departure outside of 30 days and requiring support visa applications should be forwarded to the lockbox with the appropriate transmittal and supporting documents.
 - o Periodic checks with customer service should be made inquiring the status
 - o Be prepared to provide transmittal, tracking and related supporting documents
- Departure between 15 and 30 days should be forwarded to the lockbox with the appropriate transmittal, itinerary, expedite letter signed by O7 or SES or with the appropriate explanation.
 - o DoD agents are to forward scan copies of the transmittal, itinerary, expedite letter and DD-1056 to PSD for assistance (usarmy.pentagon.hqda-oaa-det.mbx.det-ppv-customer-service@mail.mil).
 - o Periodic checks should be made inquiring the status
- Departures of less than 15 days must be coordinated with PSD Fort Belvoir management for review and resolve. You will be provided exact instructions for the next steps of the processing.
 - o Be prepared to provide transmittal, tracking and related supporting documents
- Expedite cases for GO and senior level SES personnel, coordinate with PSD management for best course of action determined by dates for travel and location. You will be provided exact instructions for the next steps of the processing.

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)
- 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.