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

XXXX-XX   13 January 2023

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

To: CA/PPT/SIA Official Passport Section

Through: Passport Services Division, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060
Approve :__(PSD signs here)_____   Disapprove:____ (Or PSD signs here)_____

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 }
                                      {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 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. (This paragraph is required, do not delete when filling out the template) This Memorandum in
    Lieu of Orders is valid for 30 days from the date of authorizing official signature. Deployment

Movement memorandums and FORSCOM memorandums is valid for 180 days from the date of authorizing official signature.

6. (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@army.mil for processing). The point of contact for this request is (input name *POC)* at DSN (XXX) XXX- XXXX and email address.

(Signed by O-6 / GS 15 or above) (can be hand signed or digitally signed with verifiable certificates)
Rank/Grade level
Position Title

EXAMPLE ONLY