COMMAND LETTERHEAD

(Office Symbol) (Date)

MEMORANDUM FOR SPECIAL ISSUANCE AGENCY, 600 19TH STREET, NW, WASHINGTON, DC 20036

Through: Passport Services Division, 9301 Chapek Road, Fort Belvoir, VA 22060-5527

Subject: Request waiver for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of unit/position/mission)

1. This is a request for (i.e. to be waived the travel orders requirement, second passports, Initial passports, renewal of passports etc.)

2. State command mission

3. Did the command previously have a waiver letter? (Attach copy)

4. How many no-fee passports are requested?

5. Explain how not having the waiver would negatively impact the command’s ability to complete its mission.

6. Provide examples of missions that have failed or would have failed for lack of a waiver. Reference any tasking information and/or documentation that helps verify the continuity of the missions. (Be as specific as possible, and include destinations and travel dates.)

7. Identify how passports will be controlled.

8. How long is the waiver requested for? (Note that the maximum time a waiver will be issued for is 3 years.)

9. List POC (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)

 Signature

 (O-6 or above)