AFOP-ORD 13 January 2023

MEMORANDUM THRU:

United States (Service Branch) thru (Your command here)

United States (Service Branch) (your unit name here)

FOR: Passport Services Division, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060

SUBJECT: Request for Special Issuance Passport (SIP) Exception for (UNIT) Personnel

Approve:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Disapprove:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Request assistance in the processing of the sip for *unit name* personnel. The individuals requiring sips are listed in enclosure one. Applicants are traveling to *(country)* on this *(date).*

2. Justification: EXAMPLE STATEMENT *[The sip is required to meet critical mission support of current and future operations in United States Army Central Command (USARCENT) and United States Central Command (USCENTCOM) areas of responsibility. The USARCENT Aviation Brigade supports State Partnership Program exercises and engagements throughout the Middle East and Central Asia, primarily to the Kingdom of Saudi Arabia, the United Arab Emirates, the Hashemite Kingdom of Jordan, Qatar, Bahrain, and Egypt.] (Must be supported in the tasking/Mob order. If this is a RAF mission then follow FRAGORD\_2\_HQDA\_EXORD\_052-13\_ISO\_RAF)*

3. Combatant Commander *(Complete Force Tracking Number (FTN) if applicable. If no FTN is available or your service branch does not use them, list the unit tasking document here instead.) owner’s Headquarters (HQs))* concurs with the request for *(number of sips)* sips for *unit name* in support of operation XXXX. These sips are critical to support all assigned missions for *unit name because (refer to justification).*

4. The *unit name* will (replace if accurate) the *unit name* in FY 20XX. Based upon the historical mission requirements of the *unit name*, XX members went to countries where an sip was required. Currently the *unit name* has XX sips and is short XX sips to meet the anticipated travel requirement.

5. (Identify how your unit currently control/account for sips. Identify what happens to the sip issued to members of your unit, when the individual retires, separates, is reassigned, etc.)

6.(This paragraph is required, do not erase when filling out the template) This Deployment-Movement memorandum or FORSCOM memorandums are valid for 180 days from the date of authorizing official signature.

Memorandum in Lieu of Orders are valid for 30 days from the date of authorizing official signature.

7. **(**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](mailto:usarmy.belvoir.hqda-oaa-det.mbx.exception-options@mail.mil) for processing)

The point of contact for this request is *Unit POC* at COMM (XXX) XXX- XXXX and email address.

1. Encls
2. List of Applicants

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

Rank/Grade level

Position Title