



OFFICIAL PASSPORT APPLICATION **FOR DEPLOYMENTS ONLY**

Please fill out the application online, **it cannot be handwritten.**

In order to complete the 2D Barcode Passport Application, visit the Department of State website:

<https://pptform.state.gov/>

- Check the **"I have read the Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers box"**.
- Click Submit.**
- Start filling out the requested information.
- Please use the Baumholder or Kleber Passport Office mailing address which ever may apply.

**USAG Rheinland-Pfalz
Baumholder Passport Office
Unit 23746
APO AE 09034**

**USAG Rheinland-Pfalz
Kleber Passport Office
Unit 23175
APO AE 09227**

- Follow the step by step instructions and **DO NOT** forget to print the Passport Application.

INCOMPLETE APPLICATIONS PACKETS WILL NOT BE PROCESSED

CUSTOMER SERVICE HOURS

BAUMHOLDER PASSPORT OFFICE

Smith Barracks Bldg. 8660

Serving Appointments only

Closed Fridays and U.S. Holidays

To make an appointment access the following link:

<https://book.appointment-plus.com/d4q8n4bs//>

For questions please send us an email to:

usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-passport-and-id@army.mil

KLEBER KASERNE PASSPORT OFFICE

Kleber Kaserne, Bldg. 3245 Room 113

Serving Appointments only

Closed Fridays and U.S. Holidays

To make an appointment access the following link:

<https://book.appointment-plus.com/d4q8n4bs//>

For questions please send us an email to:

usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-passport@army.mil

OFFICIAL PASSPORT APPLICATION PROCESS

First Time Applicant (FTA)

- Verify www.fcg.pentagon.mil for official travel requirements
- Print DS-11 Passport Application. <https://pptform.state.gov/>
- Proof of U.S. Citizenship. Original Birth Certificate or Naturalization Certificate Plus One Copy
- (2) 2"x2" Passport Photo. Taken within the past 6 months. No glasses.
- Military ID + Copy front and back
- TDY/Travel Orders
- If no orders are available bring the Memorandum in Lieu of Orders (MILO) with the approval from the Passport Service Division

Renewal Applicant (RWA)

- Verify www.fcg.pentagon.mil for official travel requirements
- Print DS-82 Passport Application. <https://pptform.state.gov/>
- Bring all issued active Passports Plus One Copy each
- (2) 2"x2" Passport Photo. Taken within the past 6 months. No glasses
- Military ID + Copy front and back
- TDY/Travel Orders
- If no orders are available bring the Memorandum, in Lieu of Orders (MILO) with the approval from the Passport Service Division



New Requirements to obtain an Official Passport for Active Duty Service Members from the Directorate of Executive Travel, Office of the Administrative Assistant to the Secretary of the Army.

The Passport Services Division (PSD) at Fort Belvoir handles the vetting of military units requesting official passports for deployments through three (3) official travel passport issuance exception options. These established exceptions options refer to:

- 1. The memorandum in lieu of orders (MILO):** is used for a small group of individuals (1-35). It is a onetime use memorandum listing the applicant's names who are applying for official passports without official travel orders (TDY/PCS). The memorandum must list a country that requires military members to have a passport per the Foreign Clearance Guide and must have significant justification on why orders are not available or able to be issued in time for travel. If approved, the memo will be returned and will be available for one time use. Once used the memorandum is no longer valid. Attach you will find an example of this memorandum.
- 2. The Deployment/Movement memorandum:** is used for large size military elements (usually around 36 personnel and above) being mobilized on the tasking of DEPOARDS, OPOARDS, EXORDS and MOBORDS that need official passports in order to fulfill the mission. The memorandum must list a country that requires military members to have a passport per the Foreign Clearance Guide. A force tracking number can be used to verify the mission requirements but ultimately this option requires supporting documentation/information from a known/authorized operation planning source to justify the bona fide need for passports. A by name list of applicants is also required and the memorandum can only be used once for each listed applicant. Attach you will find an example of this memorandum
- 3. Passport Waiver memorandum for continual rotation operations:** is used for continual rotation operations usually revolving around a certain position, mission or organization that have executive authority rated as essential and extreme frequent travel validation is required. This exception applies to Explosive Ordnance and Explosive Detector Dog Handlers.

OFFICIAL PASSPORT APPLICATION PROCESS

**To Obtain a Memorandum in Lieu of Orders (MILO)

- See an example of the Memorandum attached
- Memorandum needs to be signed by an O6 (COL) or Above
- Once signed, the unit must send this Memorandum via email to PSD to usarmy.belvoir.hqda-oaa-det.mbx.exception-options@army.mil if unclassified. If classified please send to michael.r.sigsbee@mail.smil.mil, nikki.m.covington.civ@mail.smil.mil, and janar.s.leveler.mil@mail.smil.mil. It could take between 3 weeks to 2 months before a decision is made.
- Supporting documentation must be included w/each MILO
- Once received MILO approval from the PSD, please contact our passport agents:

For Kleber: usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-passport@army.mil

For Baumholder: usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-passport-and-id@army.mil

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

XXXX-XX

4 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 } |

<u>NAME</u>	<u>RANK</u>	<u>DOB (YYYYMMDD)</u>
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. (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) Point of Contact is (Ms. Jacks/ Mr. Daniels at DSN 370-7533/8502, Civ 410-234-2345.)

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

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command letter head in memo format

(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

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

PROCESS TO REQUEST WAIVER **FOR THE ISSUANCE OF AN OFFICIAL PASSPORT**

Exception to Policy Request

- See an example of the Memorandum attached.
- Memorandum needs to be signed by an 06.
- Once signed, the unit must send this Memorandum via email to Passport Services Division to:
usarmy.belvoir.hqda-oaa-det.mbx.exception-options@army.mil . If classified please send to michael.r.sigsbee@mail.smil.mil.

IT COULD TAKE BETWEEN 3 WEEKS TO 2 MONTHS BEFORE A DECISION IS MADE.

- The Department of State (DOS) Special Issuance Agency (SIA) has the final authorization for approval which naturally causes this waiver to be the lengthiest in processing time. If a passport waiver request is approved, the validity of the waiver lasts for up to three years authorizing the personnel that fall under the criteria of the approved waiver to apply for official passports.



COMMAND LETTER HEAD

AFOP-ORD

(DATE)

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.

AFOP-ORD

SUBJECT: Letter of Authorization for Special Issuance Passport for (UNIT) Personnel

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.)

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 for processing)

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

4 Encls

1. List of Applicants

XXXXX X. XXXXXXXX

Colonel, USA

XXXXXX, G-3/5/7