



# ***OFFICIAL PASSPORT*** ***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 MPD PASSPORT OFFICE  
Smith Barracks Bldg. 8660 Bayonet Drive  
55774 Baumholder

## Serving by Appointments Only

Closed Fridays and U.S. Holidays

For Appointments and questions please send us an e-mail to:

[usarmy.baumholder.id-europe.mbx.passport-and-id-office@mail.mil](mailto:usarmy.baumholder.id-europe.mbx.passport-and-id-office@mail.mil)

*Customer Service Hours: 0830-1130 and 1300-1500*

KLEBER MPD PASSPORT OFFICE  
Kleber Kaserne, Building 3245, Room 113 Mannheimer  
Strasse 67657 Kaiserslautern

## Serving by Appointments Only

Closed Fridays and U.S. Holidays

For Appointments and questions please send us an e-mail to:

[usarmy.rheinland-pfalz.id-europe.mbx.usag-r-p-passport@mail.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.usag-r-p-passport@mail.mil)

*Customer Service Hours: 0800-1130 and 1300-1530*



## **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 Directorate of Executive Travel (DET) in Washington, D.C. 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:** 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 50-400 personnel) 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

## Groups of 1-35 Personnel

### First Time Applicant (FTA)/Renewal (RWA)

- Verify [www.fcg.pentagon.mil](http://www.fcg.pentagon.mil) for official travel requirements.
- Print DS-11 Passport Application (FTA).
- Print DS-82 Passport Application (RWA).
- Proof of U.S. Citizenship. Original Birth Certificate or Naturalization Certificate (FTA) 1 Copy.
- Passport (RWA) 1 Copy.
- (1) 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 with the approval from the Directorate of Executive Travel (DET) \*\*

### \*\*To Obtain a Memorandum in Lieu of Orders

- 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 DET to [Maurice.C.Robinson2.civ@mail.mil](mailto:Maurice.C.Robinson2.civ@mail.mil) or [Anthony.M.Lipanovich.civ@mail.mil](mailto:Anthony.M.Lipanovich.civ@mail.mil) if unclassified. If classified please send to [Maurice.C.Robinson2.civ@mail.smil.mil](mailto:Maurice.C.Robinson2.civ@mail.smil.mil) . It could take between between 3 weeks to 2 months before a decision is made.
- Once you receive the memorandum approved by DET come to your passport office for processing with all documents referred above. Processing time for an official passport is up to 12 weeks.



# Your Command Letterhead Memorandum in Lieu of Orders for 1-35 Personnel

OFFICE SYMBOL

(DATE)

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

To: CA/PPT/SIA Official Passport Branch Chief

Through: Directorate of Executive Travel, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060

Approved : (DET SIGNATURE) Disapprove: (DET SIGNATURE)

SUBJECT: Request for Official Passport (s) with Memorandum in Lieu of Orders – **(Select correct subject) OR**

SUBJECT: Request Issuance of a Secondary (Dual) Valid Passport

1. Request the following individual(s) be issued an official passport. **(Please choose the one that applies to your situation)**

- a. Initial Official Passport
- b. Renewal of an Official Passport
- c. Request 2<sup>nd</sup> (Dual) Official Passport

<u>Name</u>	<u>Rank</u>	<u>DOB YYYYMMDD</u>
John T. Doe	SFC	20080515
Human Resources Specialist		
Fort Peace, USA		
Current Official Passport Number		
Current Official Passport Expiration Date		

2. **(Use your command specific information. This is an example only)**

The above service member/DoD Civilian is (are) assigned to the USAG Rheinland-Pfalz Military Personnel Division (MPD). This service member/individual will be traveling to Non-NATO countries to include **(list one (1) Non-NATO country)** from 01 October 2007 until 31 March 2008, in support of Operation Enduring Freedom. **(You must be specific in regards to place and date of travel)**

3. **(You must provide a detailed justification for not having Official Travel Orders for this specific trip)**

Justification for traveling without official orders: **(Your organization name)** is responsible for providing assistance for **(unclassified mission responsibility)** to the U.S. Army Europe, U.S. Central Command, other Department of Defense activities,

## Memorandum in Lieu of Orders for 1-35 Personnel

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NATO, and UN forces. Official orders are not available because *(state the purpose)* *(Justification for primary or secondary official passports must include amplifying data and be as descriptive as possible. Display a clear job related need for the official passport).*

4. *(Review the Foreign Clearance Guide at <https://www.fcg.pentagon.mil/fcg.cfm> if your place of travel does not reflect a requirement for an official passport your application will be denied)*

Visa is not required per operations orders or Foreign Clearance Guide.

5. Your point of contact for this action is Ms. Jane Doe at 314-531-0000 or commercial at 410-234-2345

*(Signed by 0-6 Commander)*

EXAMPLE ONLY

## OFFICIAL PASSPORT APPLICATION PROCESS Deployment /Movement of 50-400 personnel

### First Time Applicant (FTA)/Renewal (RWA)

- Verify [www.fcg.pentagon.mil](http://www.fcg.pentagon.mil) for official travel requirements.
- Print DS-11 Passport Application (FTA).
- Print DS-82 Passport Application (RWA).
- Proof of U.S. Citizenship. Original Birth Certificate or Naturalization Certificate (FTA) + Copy.
- Passport (RWA) + Copy.
- 2"x2" Passport Photo. Taken within the past 6 months. No glasses.
- Military ID + Copy front and back.
- DEPORDS, OPORDS, EXORDS, MOBORDS.
- Deployment/Movement Memorandum approved and signed by DET.

### \*\*To Obtain a Deployment.Movement Memorandum

- See an example of the Memorandum attached.
- Memorandum needs to be signed by an O6.
- Once signed, the unit must send this Memorandum via email to DET to [Maurice.C.Robinson2.civ@mail.mil](mailto:Maurice.C.Robinson2.civ@mail.mil) or [Anthony.M.Lipanovich.civ@mail.mil](mailto:Anthony.M.Lipanovich.civ@mail.mil) if unclassified. If classified please send to [Maurice.C.Robinson2.civ@mail.smil.mil](mailto:Maurice.C.Robinson2.civ@mail.smil.mil) . It could take between between 3 weeks to 2 months before a decision is made.
- Once you receive the memorandum approved by DET contact your passport office to coordinate the processing of all these passport applications.



## Your Command Letterhead

### Memorandum for Deployment/Movement of 50-400 Personnel

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AFOP-ORD

(DATE)

MEMORANDUM THRU

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

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

FOR: Office of the Administrative Assistant to the Secretary of the Army, Attn:  
Directorate of Executive Travel, 9301 Chapek Road, Building 1458, Fort Belvoir, VA  
22060

SUBJECT: Request for Official Passport Exception Issuance for (UNIT) Personnel

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

1. Request assistance in the processing of the official passport for *unit name* personnel. The individuals requiring official passports are listed in enclosure one. Applicants must receive the passport no later than DATE.

2. Justification: EXAMPLE STATEMENT [*The official passport 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 (Last Five of their 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 passports) passports for *unit name* in support of operation XXXX. These passports 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 official passport was required. Currently the *unit name* has XX official passports and is short XX official passports to meet the anticipated travel requirement.

AFOP-ORD

SUBJECT: Letter of Authorization for Official Passport for (UNIT) Personnel

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5. Due to mission requirements some applicants will require an official and/or a second official passport. Without a second official passport, their travel in support of directed missions will be delayed or result in mission failure. Those personnel requiring a second official passport are additionally annotated in enclosure one. (*provide additional justification i.e., what mission will fail and what is the mission driver*)

6. (Identify how your unit currently control/account for official passports. Identify what happens to the official passport issued to members of your unit, when the individual retires, separates, is reassigned, etc.)

7. 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

EXAMPLE ONLY

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

- In order to be considered your request must be signed by an O-6 or equivalent.
- State what your unit is responsible for.
- Identify how many personnel are assigned to your unit.
- Of that number, identify how many personnel within your unit you believe require an official passport and, of that number, how many already possess an official passport.
- Using the attached spreadsheet (**Historical Tab**) identify historically over the past 2-years, how often your unit was tasked for short/no-notice missions, including examples of missions that may have failed or would have failed for lack of a waiver.
- For each separate tasking the following should be noted:**
  - ✓ Identify the month/year the tasking occurred.
  - ✓ Identify the lead time from notification to actual departure.
  - ✓ Identify to which country or countries your unit was tasked under this mission.
  - ✓ Identify how many personnel were utilized for this tasking.
  - ✓ Identify if the mission was diverted to a country requiring a passport. If so, to which country?
  - ✓ Identify if those deployed were forward deployed to other countries. If so, to which country (ies)?
  - ✓ Using the attached spreadsheet (**Projected Tab**), identify if your unit has any projected missions in the near future that require the use of an official passport for entry.
- For each separate tasking the following should be noted:**
  - ✓ Identify month/year of scheduled deployment.
  - ✓ Identify month/year or number of days when initially notified of current tasking.
  - ✓ Identify the country or countries to which being tasked.
  - ✓ Identify how many personnel would support each tasking.
  - ✓ Identify how your unit currently control/account for official passports.
  - ✓ Identify what happens to the official passport issued to members of your unit, when the individual retires, separates, is reassigned, etc.

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

### **To Finalize the 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 DET to [Maurice.C.Robinson2.civ@mail.mil](mailto:Maurice.C.Robinson2.civ@mail.mil) or [Anthony.M.Lipanovich.civ@mail.mil](mailto:Anthony.M.Lipanovich.civ@mail.mil) if unclassified. If classified please send to [Maurice.C.Robinson2.civ@mail.smil.mil](mailto:Maurice.C.Robinson2.civ@mail.smil.mil) . It could take between **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.



**YOUR COMMAND LETTERHEAD**  
**MEMORANDUM TO REQUEST A WAIVER TO PROCESS AN OFFICIAL**  
**PASSPORT AND A SECOND PASSPORT**

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OFFICE SYMBOL

DATE

MEMORANDUM FOR SPECIAL ISSUANCE AGENCY, 600 19<sup>TH</sup> STREET, NW, WASHINGTON, DC 20036

Through: Director of Executive Travel, 9301 Chapek Road, Fort Belvoir, VA 22060-5527

Subject: Request waiver for \_\_\_\_\_

1. This is a request for (i.e. a waiver for the processing of official passports and for second passport issuance)

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. 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. Attach the Historical and Projected Data spreadsheets.

10. List POC

Signature  
(O-6 or above)



