

**REQUIRED MEMORANDUM EXAMPLE,
ONLY FOR MILITARY AND locally hired DoD Civilians
(YOUR UNIT LETTERHEAD)**

IMSG-HRM

01 Jan 2014

MEMORANDUM FOR United States Department of State, Special Issuance Agency

To: CA/PPT/SIA Official Passport Branch Chief – Battie Stewart

Via: USAG Stuttgart, DHR-MPD, Passport Section

SUBJECT: Request for Official Passport {indentify the appropriate subject}

SUBJECT: Request Issuance of a Secondary Valid Official Passport

1. Request the following individual(s) be Issued an official passport
(Select and identify the correct option, delete options not require)

- | | | | | |
|----|--|---|---|---|
| a. | Initial official passport | { | Provide accurate information | } |
| b. | Request Renewal an official passport | { | Be specific, utilize the correct action | } |
| c. | Request 2 nd official passport | { | Memos providing incorrect data or | } |
| d. | Diplomatic passport request | { | request will not be processed | } |
| e. | Request additional visa pages in official passport | | | |

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>DEROS (YYYYMMDD)</u>
John T. Doe	GS-9	111-22-3333	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/dependent is (are) assigned to the USAG Stuttgart Military Personnel Det (MPD). This member/ Individual will be traveling to NON-NATO countries to include (list "I" 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) (THIS IS ONLY AN EXAMPLE)
JUSTIFICATION FOR TRAVEL: (USAG Military Personnel Det) is responsible for providing assistance of (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/contractor) to travel in restricted areas is critical to the Department of Defense mission. (Justification for secondary official passport must include amplifying data and be as descriptive as possible. Display a clear job related need for the secondary official passport.)
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)
Point of Contact is (Ms. Jacks/ Mr. Daniels at DSN 370-7533/8502, Civ 06221-57-XXXX.)

(signed by Commander)
COMMANDER'S SIGNATURE