

AD-A268 076



DoD 1000.21-R



Department of Defense



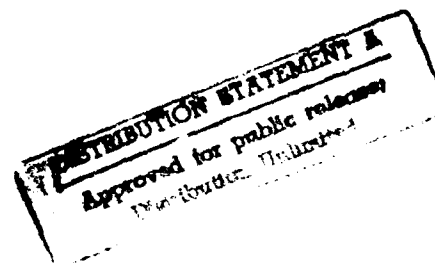
Director of Administration and Management
Office of the Secretary of Defense
(703) 695-4163

OTIC
SELECTE
AUG 5 1993
S B D

Passport and Passport Agent Services Regulation

93-17671
SSP

August 1992



Director of Administration and Management,
Office of the Secretary of Defense

93 8 3 361

REPORT DOCUMENTATION PAGE	1. REPORT NO. DoD 1000.21-R	2.	3. Recipient's Accession No.
4. Title and Subtitle DoD Passport and Passport Agent Services Regulations			5. Report Date August 5, 1992
7. Author(s) S. Anders			8. Performing Organization Rept. No.
9. Performing Organization Name and Address Director of Administration and Management Washington, DC 20301			10. Project/Task/Work Unit No.
			11. Contract(C) or Grant(G) No. (C) (G)
12. Sponsoring Organization Name and Address			13. Type of Report & Period Covered Regulation
			14.
15. Supplementary Notes			
16. Abstract (Limit: 200 words) This Regulation is issued under the authority of DoD Directive 1000.21, "Department of Defense Passport and Passport Agent Services," July 9, 1992. It provides guidance for administration of Passport and Passport Agent Services. It also provides guidance on the preparation of required documents for the acquisition and control of no-fee passport and/or visas necessary for official travel. Finally, it prescribes the use of DD Form 1056, "Authorization to Apply for a No-Fee Passport and/or Request for Visa," and DD Form 2600, "Report of DoD Passports and Passport Agent Services" by all the DoD Components. The Department of State Forms authorized for use by the DoS Passport Agent's Manual are prescribed by this Regulation for use by all the DoD Components. Military passport agents will utilize these forms to fulfill DoS requirements for information needed for processing passports and passport applications.			
17. Document Analysis a. Descriptors b. Identifiers/Open-Ended Terms c. COSATI Field/Group			
18. Availability Statement Release unlimited for sale by the National Technical Information Service (NTIS)		19. Security Class (This Report) UNCLASSIFIED	21. No. of Pages
		20. Security Class (This Page) UNCLASSIFIED	22. Price



ADMINISTRATION
AND MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1950



August 5, 1992

FOREWORD

This Regulation is issued under the authority of DoD Directive 1000.21, "Department of Defense Passport and Passport Agent Services," July 9, 1992. It provides guidance for administration of Passport and Passport Agent Services. It also provides guidance on the preparation of required documents for the acquisition and control of no-fee passport and/or visas necessary for official travel. Finally, it prescribes the use of DD Form 1056, "Authorization to Apply for a No-Fee Passport and/or Request for Visa," and DD Form 2600, "Report of DoD Passports and Passport Agent Services" by all the DoD Components. The Department of State Forms authorized for use by the DoS Passport Agent's Manual are prescribed by this Regulation for use by all the DoD Components. Military passport agents will utilize these forms to fulfill DoS requirements for information needed for processing passports and passport applications.

This Regulation applies to the Office of the Secretary of Defense (OSD); the Military Departments (including their National Guard and Reserve components); the Chairman of the Joint Chiefs of Staff and the Joint Staff; the Unified and Specified Commands; and the Defense Agencies (hereafter referred to collectively as "the DoD Components". The term "Military Services," as used herein, refers to the Army and the Air Force.

This Regulation is effective immediately and is mandatory for use by all the DoD Components. The Navy and the Marine Corps shall comply with the general provisions of this Regulation through Navy and Marine Corps implementation documents. The Heads of the DoD Components may issue supplementary instructions only when necessary to provide for unique requirements within their DoD Component. All implementation documents and supplementary instructions must be approved by the Executive Agent before publication.

Send recommended changes to the Regulation to:

Administrative Assistant to the Secretary of the Army
Room 3D746, Pentagon
Washington, DC 20310-0105

The DoD Components may obtain copies of this Regulation through their own publications channels. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

Arthur S. Ehlers
for D. O. COOKE
Director

DTIC QUALITY INSPECTED 8

Accession For		☒	☐	☐
NTIS GRA&I				
DTIC TAB				
Unannounced				
Justification				
By				
Distribution/				
Availability Codes				
Avail and/or				
Dist				
A-1				

TABLE OF CONTENTS

	<u>Page</u>
Foreword	i
Table of Contents	iii
Figures	iv
References	v
CHAPTER 1 - GENERAL INFORMATION	
A. Purpose	1-1
B. Definitions	1-1
C. Policy	1-3
D. Responsibilities	1-4
E. Use of Passports	1-11
F. Validity of Passports	1-12
G. Determination of Passport and Visa Requirements	1-13
H. Alien DoD Personnel and Alien Family Members	1-13
I. Stateless Aliens	1-14
CHAPTER 2 - PASSPORT AND VISA APPLICATION PROCEDURES	
A. Applying for a Passport (with or without visa(s))	2-1
B. Applying for a Visa	2-6
C. Completion of DD Form 1056, "Authorization to Apply for a No-Fee Passport and/or Request for Visa"	2-9
D. Processing Passport and/or Visa Applications	2-13
CHAPTER 3 - PASSPORT AGENT NOMINATION AND DESIGNATION PROCEDURES	
A. Passport Agent Nominations	3-1
B. Passport Agent Designation Procedures	3-1
C. Regular Fee Passport Applications	3-3
CHAPTER 4 - QUALITY, CONTROL, DISTRIBUTION, AND DISPOSITION	
A. Quality Checks	4-1
B. Control	4-2
C. Distribution	4-3
D. Disposition	4-4
CHAPTER 5 - REPORTING REQUIREMENTS	
	5-1

CHAPTER 6 - REQUIRED FORMS AND PUBLICATIONS

A. Required DoD Forms	6-1
B. Required DoS Forms	6-1
C. Required DoD and DoS Publications	6-2

FIGURES

<u>Figure</u>	<u>Title</u>	<u>Page</u>
2-1	Passport and/or Visa Application Assembly	2-15
2-2	DD Form 1056, "Authorization to Apply for a No-Fee Passport and/or Request for Visa," (front) for Service Member.	2-16
2-3	DD Form 1056, "Authorization to Apply for a No-Fee Passport and/or Request for Visa," (back) for Service Member.	2-17
2-4	DD Form 1056, "Authorization to Apply for a No-Fee Passport and/or Request for Visa," (front) for Family Member.	2-18
2-5	DD Form 1056, "Authorization to Apply for a No-Fee Passport and/or Request for Visa," (back) for Family Member.	2-19
5-1	DD Form 2600, "Report of DoD Passports and Passport Agent Services"	5-2

REFERENCES

- (a) United States Department of State Passport Agent's Manual, March 1988
- (b) DoD 4500.54-G, "Foreign Clearance Guide (FCG)," January 1992, authorized by DoD Directive 4500.54, May 1, 1991
- (c) Section 1543 of title 18, United States Code
- (d) Title 22, Code of Federal Regulations, Part 51, "Passports," current edition
- (e) Memorandum of Agreement (MOA) between the Department of Defense and Department of State, March 25, 1991
- (f) Joint Federal Travel Regulations (JFTR), Volume 1, "Uniformed Service Members," current edition
- (g) Article 136, Uniform Code of Military Justice
- (h) Section 936 of title 10, United States Code
- (i) Section 2903 of title 5, United States Code

CHAPTER 1

GENERAL INFORMATION

A. PURPOSE

This Regulation establishes DoD policies and procedures for the acquisition of no-fee passports and/or visas and administration of Passport and Passport Agent services. This Regulation shall be used in conjunction with the DoS Passport Agent's Manual (reference (a)) and the Department of Defense Foreign Clearance Guide (FCG) (reference (b)). It provides instructions on the completion and control of forms needed to file a passport and/or visa application and prescribes the use for DD Form 1056, "Authorization to Apply for a No-Fee Passport and/or Visa" and DD Form 2600, "Report of DoD Passports and Passport Agent Services." It specifies DoS and DoD policy and procedural guidance on the acquisition, issuance, and use of passports and/or visas for official travel.

B. DEFINITIONS

1. Agent. A person authorized and empowered by the Secretary of State, the DoD Executive Agent (for DoD Passport and Passport Agent Services), or the Secretaries of the Military Departments to accept passport applications and perform passport services to include administering oaths for passport purposes (22 CFR 51.21(b), reference (d)).

2. DoD Executive Agent. The Head of a DoD Component or Secretary of a Military Department delegated to administer a function or service for others in DoD on behalf of the Secretary of Defense. The Administrative Assistant to the Secretary of the Army acts for the Secretary of the Army in executing the Secretary's responsibilities as the Executive Agent for Passport and Passport Agent Services.

3. DoD Foreign Clearance Guide (FCG) (reference (b)). A reference document containing detailed information on special travel areas, foreign country entrance requirements, and overseas commanders' requirements on visits within their area of command.

4. DoD Passport Agent Services. Includes, but is not limited to, passport agent designations, duties, training, and responsibilities.

5. DoD Passport Services. Includes, but is not limited to, applications for no-fee passports and visas and distribution and control of no-fee passports and visas.

6. Installation. A geographic location under military jurisdiction where passport agents operate and provide passport services to DoD personnel and family members. An installation is a generic term used to identify a military base, post, camp, depot, etc.

7. Minor Child. For passport purposes, a minor is an unmarried person under the age of 18.

8. Office of Primary Responsibility (OPR). The designated office that ensures compliance with governing passport and visa regulations and directives, issues implementing instructions, and manages passport services within each of the Military Departments.

9. Official Travel. Traveling in the discharge of U.S. Government business at Government expense.

10. Passport. An internationally recognized travel document attesting to the identity and nationality of the bearer. A passport indicates that its bearer is entitled to receive the protection and assistance of the diplomatic and consular offices of their country while abroad. In essence, it is a request on the part of the issuing government that officials of foreign governments permit the bearer to travel or sojourn in their territories and afford them lawful aid and protection.

a. U.S. Passports as Government Property. The U.S. passport is an official document of the U.S. government. It remains at all times the property of the United States and must be returned to the Government upon demand. It may not be altered, mutilated, or changed in any manner, except as authorized and changed by DoS Passport Services or its agencies, or by a consular post abroad upon proper authorization from DoS Passport Services. Anyone who mutilates or makes an unauthorized change of a passport is subject to criminal penalties (18 U.S.C. 1543, reference (c)).

b. No-fee Passports. Passports issued to DoD employees and their family members carrying out official duties. The no-fee passport carries an endorsement that identifies the bearer as an employee of the U.S. Government proceeding abroad on official travel. This endorsement is unique to no-fee passports. This passport is provided to the traveler by the Government at Government expense; hence, no-fee to the passport applicant. The

types of no-fee passports provided for official travel are: diplomatic (black), official (maroon), and no-fee regular (blue). No-fee passports are normally valid for 5 years.

11. Regional Passport Office. A network of the DoS offices established within 14 geographical areas that issues fee passports to the general public. Also, authorized by the DoS to process no-fee passport applications for military family members not requiring visas. A complete listing of regional territories and agency addresses can be found in the DoS Passport Agents' Manual (reference (a)). The Washington Regional Passport office is the only office authorized to issue official and diplomatic passports.

12. Visa. A stamp or impression placed on a page of a valid passport by a foreign embassy or consulate empowered to grant permission, as of the date issued, for the applicant to enter and remain in that country for a specific period of time. (Period of validity varies by country.)

C. POLICY

It is DoD Policy to:

1. Designate only U.S. Citizens as passport agents.
2. Designate, in writing, DoD employees to serve as DoD passport agents.
3. Specify, in writing, the functions and responsibilities of civilian and/or military personnel serving as DoD passport agents, consistent with the MOA (reference (e)).
4. Ensure that designated passport agents:
 - a. Verify their appointment as DoD Passport Agents by completing and returning DD Form 577.
 - b. Perform all services required by the DoS for the acceptance of passport applications in accordance with the DoS Passport Agent's Manual (reference (a)), the FCG (reference (b)), periodic supplemental instructions issued by the DoS Passport Services, and other DoD Component supplemental instructions as approved by the DoD Executive Agent.
 - c. Comply with and maintain this Regulation, reference (a), and reference (b).

d. Decline the processing of regular fee passport applications, unless specifically approved by the Department of Defense and the DoS in writing. (See Chapter 3, section C.)

e. Submit passport agent reports to the DoD Executive Agent through the appropriate point of contact (POC) or office of primary responsibility (OPR). (See Chapter 5, Figure 5-1.)

5. Distribute, upon request, DoS-supplied passport information, materials, and forms, as may be required.

6. Ensure that DoD personnel:

a. Traveling abroad, on official business, are in possession of the proper no-fee passport (either diplomatic, official or no-fee regular) and appropriate visa(s), and upon issuance of said passport, understand that it is the property of the U.S. Government and shall not be used for personal travel. Passports shall be surrendered to the Government on demand by an authorized representative of the U.S. Government.

b. Safeguard passports as sensitive items.

D. RESPONSIBILITIES

1. As DoD Executive Agent for Passport and Passport Agent Services, the Administrative Assistant to the Secretary of the Army, shall:

a. Administer DoD Passport and Passport Agent Services.

b. Designate in writing, individual DoD passport agents.

c. Obtain names of individuals from all DoD Components who will serve as points of contact to disseminate information on Passports and Passport Agent Services.

d. Develop a passport agent training program consistent with DoD guidelines, the DoS Passport Agents Manual (reference (a)), and the FCG (reference (b)).

e. Annually, review DoD Passport and Passport Agent Services with the DoD Components' POCs and the Military Departments' OPR representatives.

f. Annually, review DoD Passport and Passport Agent Services with t. DoS and maintain liaison with them on policies about Passports a. Passport Agent Services.

2. For DoD Components requiring passport agents, the Heads of the DoD Components (less the Military Departments), shall:

a. Establish Passport and Passport Agent Services that conform to the requirements contained in the DoS Passport Agent's Manual (reference (a)), DoD guidelines, and the DoD FCG (reference (b)).

b. Inform DoD travelers who are enroute to, or traveling through, DoD-designated high or potential security threat countries of the provisions and requirements of the DoD travel security policy, specifically as it relates to the use of and requirements for passports.

c. Designate passport agents in accordance with the guidelines in this Regulation.

d. Ensure passport agents are fully trained before assumption of duties and, upon designation, are available to serve a minimum of 1 year.

e. Furnish to the DoD Executive Agent an annual report, not later than 15 January each year. See Chapter 5 for detailed instructions on the content and submission of this report.

f. Obtain and maintain an adequate supply of DoS and DoD publications, forms, and other materials required to continue an uninterrupted passport program.

g. Designate a POC to issue policy and guidance for that Component's role in the DoD Passport and Passport Agent Services program. If appropriate, designate a separate office or agency to function as the OPR that shall serve as that DoD Component's focal point for obtaining, reviewing, entering, and providing information to the DoD Executive Agent.

h. Nominate only permanently assigned DoD civilian employees and/or active duty military personnel to become passport agents.

i. Request the authorization to accept fee passport applications, only in very unusual circumstances, as needs are identified. These requests for exception to DoS policy must be approved by the DoD Executive Agent and the DoS. Requests shall be addressed through the DoD Executive Agent to the DoS. See Chapter 3, section C., for instructions on the submission of these requests for exception to policy.

3. The Secretaries of the Military Departments shall:

a. Designate a separate office or agency to serve as that Military Service's focal point for obtaining, reviewing, and providing information to the DoD Executive Agent.

b. Provide a representative from their respective OPR to annually review their Passport and Passport Agent Services at a place specified by the DoD Executive Agent.

c. Designate passport agents in writing.

4. The United States Army Service Center for the Armed Forces shall:

a. Receive and execute DoD passport applications.

b. Receive passports from the DoS for the DoD Components.

c. Process visa requests for the DoD Components.

d. Return passports to the DoD Components' passport agents.

e. Assist alien family members of DoD personnel in obtaining visas for official travel.

f. Respond to DoD military passport agents' inquiries on passport or visa processing.

g. Serve as liaison with the DoS on procedural matters relating to passport services.

5. The Major Military Commands Outside the United States shall:

a. Coordinate directly with U.S. Embassies and Consulates to establish procedures for obtaining passports and visas for official travel of DoD personnel and their family members.

b. Designate, in writing, acceptance agents and/or military couriers, who may accept and process passport and visa applications, in accordance with instructions issued by their servicing U.S. Embassy and/or Consulate and this Regulation.

6. The Installation and/or Activity Commanders shall:

- a. Ensure that personnel traveling on official travel are informed of passport and visa requirements, as specified by the FCG (reference (b)).
- b. Provide command emphasis on efficient passport and visa application processing to avert port call delays and adverse effects on mission accomplishments.
- c. Ensure subordinate commands and activities designate authorizing officials to sign DD Form 1056. Authorizing officials must complete DD Form 577, "Signature Cards." (Signature cards shall be kept on file by installation passport agents.)
- d. Ensure all passport agents are trained in their duties and responsibilities as prescribed in the DoS Passport Agent's Manual (reference (a)) and governing regulations.

7. The DD Form 1056 Authorizing Official shall:

- a. Verify that the applicant listed on the DD Form 1056 is in an official travel status (awaiting orders) and therefore is authorized to apply for and use a no-fee passport and visa for official travel.
- b. Advise applicants that regular fee passports cannot be used in place of no-fee passports, nor can no-fee passports be used in place of regular fee passports. Countries can deny entry or detain travelers if their passport does not indicate their actual travel status.
- c. Prepare or oversee the preparation of DD Form 1056.
- d. Authenticate DD Form 1056 with their signature in Item 16.
- e. Direct applicants to the proper passport agent for completing and processing passport applications.

8. The Passport Agent shall:

- a. Comply with and maintain this Regulation, appropriate Military Service regulatory guidance, and reference (a). In addition, all passport agents must have in their possession a current edition of the FCG (reference (b)) and be on the mailing list for changes and updates.

b. Verify his or her appointment as a DoD Passport Agent by completing and returning DD Form 577.

c. Prepare DD Form 1056 when a no-fee passport and/or visa is required for official travel. See Chapter 2, section C., for information on the use and processing of DD Form 1056.

d. Ensure DD Form 1056 is accurately completed and properly authenticated. When the passport agent is also serving as the DD Form 1056 Authorizing Official, verification of an applicant's official travel status must be obtained.

e. Require each passport applicant to complete a DoS passport application.

f. Establish the identity of the passport applicant and record identification in accordance with Chapter 7 of the DoS Passport Agent's Manual (reference (a)). Establishing the identity of the applicant and recording this information on the application form is the most important function of the passport agent.

g. Review citizenship evidence. (See Chapter 5, of reference (a).)

h. For personal security reasons, do not process passport photographs in which military, or military like, uniforms or clothing are being worn by the applicant.

i. Execute each passport application in accordance with Chapter 9 of reference (a).

j. Assemble and post passport and/or visa application packets for mailing to the designated processing office each duty day. (See Chapter 2, Figure 2-1.)

k. On a daily basis, unless otherwise directed by an OPR, forward:

(1) All official (maroon) and diplomatic (black) passport applications to DOS Passport Services, ATTN: United States Army Service Center for the Armed Forces (USASCAF) Liaison, 1425 K Street NW, Washington D.C., 20524-1705.

(2) All passport applications (that require a visa) to DOS Passport Services, ATTN: USASCAF Liaison, 1425 K Street NW, Washington D.C., 20524-1705.

(3) All no-fee (blue) passport applications (that do not require a visa) to the appropriate DoS Regional Passport Agency.

l. For applicants that have a valid passport, forward all visa applications to Commander, USASCAF (JDHQ-TP), Pentagon, Room 1B870, Washington, D.C., 20310-3111

m. Assist applicants in preparing visa applications when the forms must be completed personally by the applicant.

n. Coordinate short notice requests for passports with the appropriate OPR.

o. Maintain a suspense control system for passport and visa applications.

p. Trace applications, as required, via message, telefax or phone call to determine their status.

q. Take corrective action, within 48 hours, on application discrepancy letters received from an OPR or the DoS.

r. When not currently issued to individual applicants for official travel, maintain accountability and provide for safekeeping of no-fee passports.

s. When no-fee passports are no longer required, request cancellation and destruction per Chapter 4 subsection D.5.

t. Advise applicants:

(1) How and where to obtain birth certificates. A DoS Information Sheet M-343, "Notice to Applicant Concerning Birth Records" shall be provided to each applicant that contains a form for their use in obtaining birth records. Normally, applicants receive better service from vital statistics offices when Information Sheet M-343 is used.

(2) When and where to apply for passports.

(3) That DoD personnel and their family members should obtain a completed DD Form 1056 from their parent unit or installation transportation office before departing their installation. This DD Form 1056 is their authorization to apply for a no-fee passport and/or visa. Delays or refusals to process passport applications may occur if sponsors fail to secure and complete this important document for their family members before departing for their overseas assignment.

(4) That it takes 45 to 60 days for passport and/or visa processing.

(5) That the passport agent shall receive the passport and is responsible for passport delivery to each applicant. Normally passports will not be sent directly to a leave address or ports of embarkation. However, on short notice movements an exception to policy may be granted by the OPR. Applicants must be in possession of both passport and visa(s) before travel arrangements may be processed.

(6) Of the applicant's responsibilities in subsection D.10., below.

(7) That the applicant must sign the passport, in black ink, immediately upon receipt.

(8) That the passport is for official travel purposes only.

(9) That the passport is the property of the U.S. Government and may be recalled at any time by proper authority.

9. The Installation and/or Activity and/or Unit Commander shall:

Maintain control and accountability of no-fee passports issued to assigned personnel. No-fee passports must be maintained in a secure manner and issued to individuals as needed for official travel only. Upon completion of travel, no-fee passports shall be maintained in the unit for safe-keeping. Units must return passports to the passport agent for cancellation and destruction once they are no longer required or expire.

10. Applicant must:

a. Establish their identity to the passport agents satisfaction.

(1) Military personnel and their family members, authorized a military identification card, must present their identification card.

(2) DoD civilian personnel, and their family members, must present a DoD civilian identification card, if available, or other acceptable documents in accordance with Chapter 7, DoS Passport Agents Manual (reference (a)).

(3) Parent's identification card must be shown whenever a parent signs and/or executes an application for a minor child under age 13. A parent, legal guardian, or person in loco parentis, whether a U.S. citizen or not, must personally appear and execute an application for a child less than 13 years of age. If a legal guardian or person in loco parentis executes an application on behalf of a child, under age 13, documentation of guardianship or a notarized statement from the parent or legal authority giving them permission to execute the application on behalf of the child must be shown to the passport agent.

b. Applicants must submit proper evidence of U.S. citizenship with each passport application.

E. USE OF PASSPORTS

1. No-fee passports shall be used by all eligible DoD personnel and their family members, who are on official travel to a foreign country requiring a passport. Each family member must obtain a separate no-fee passport regardless of his or her age. Family members must have no-fee passports in their possession before port call. No-fee passports are issued for a specific purpose and can be used only under the conditions or restrictions specified.

a. No-fee passports may not be used for personal travel from the United States to foreign countries. Therefore, DoD personnel and their family members, who are on assignment within the United States, must obtain regular fee passports for any personal travel abroad. Travelers are also responsible for, and must obtain, visas needed for personal travel.

b. While outside the United States, no-fee passports may be used for incidental personal travel between foreign destinations providing the foreign government concerned accepts no-fee passports for personal travel. If the foreign government does not accept no-fee passports for personal travel, travelers must obtain regular fee passports at their own expense. Travelers are responsible for, and must obtain, required visas for personal travel.

2. To enhance the travel security of DoD personnel and family members who travel on official orders to and/or from high or potential physical threat countries by commercial conveyance (bus, train, plane) or private auto, the Department of Defense has authorized the option of allowing these travelers to obtain and use (in addition to their official or diplomatic passport) the regular fee (tourist (blue)) passport. This is an option

that may be exercised for security reasons only, and is not to be considered a requirement.

a. Travelers electing to exercise this option of securing a regular fee passport in addition to their official, diplomatic, or no-fee regular passport are responsible for obtaining their own regular-fee passport and all required visas.

b. Reimbursement for passports and visas obtained under these conditions is authorized by the Joint Federal Travel Regulations (JFTR U4525 and JFTR U5212) (reference (f)) and payment shall be made upon submission of paid receipts and/or canceled checks submitted with the travel voucher.

c. Individuals traveling solely by the Air Mobility Command or charter shall not be reimbursed for regular-fee passports, unless U.S. Government transportation became available on short notice (i.e., after commercial travel arrangements had been made and passport purchased), or priority of travel is sufficiently high to require backup travel arrangements.

d. Reimbursement for regular-fee passports for personal travel is not authorized.

3. Military officers in grade O-7 and above are authorized to apply for and use a no-fee passport when on official travel outside the continental U.S. regardless of the requirements outlined in the FCG (reference (b)).

4. Alien family members are not eligible to obtain and use a U.S. passport. These individuals must apply for and obtain a passport from the country in which they claim citizenship.

F. VALIDITY OF PASSPORTS

1. A passport is valid only when signed by or for the bearer in the proper space.

2. Unless specifically limited to a shorter validity period, no-fee passports are valid for 5 years from their date of issue.

3. No-fee passports cannot be used for personal travel. Therefore, DoD personnel and their family members are responsible for purchasing their own tourist passports and visas needed for personal travel.

G. DETERMINATION OF PASSPORT AND VISA REQUIREMENTS

1. The Foreign Clearance Guide (reference (b)) is the sole prescribing authority for travel clearance and identification requirements needed for DoD personnel and their family members to enter foreign countries on official business.

a. Reference (b) contains information and guidance on passports and the requirements for visas, and other necessary documentation needed for entry, exit, and travel within foreign countries. The DoS uses reference (b) in approving the issuance of no-fee passports to DoD personnel and their family members for travel to foreign countries.

b. Travelers must have all the documentation required by reference (b) if Government transportation is to be furnished.

2. Permanent Change of Station (PCS) orders will include passport and visa requirements in the special assignment instructions.

3. Final determination on the type of no-fee passport to be issued for overseas assignments and travel is made by the DoS based on the traveler's duty assignment and destination shown on DD Form 1056 or their official orders.

H. ALIEN DOD PERSONNEL AND ALIEN FAMILY MEMBERS

1. DoD personnel and family members who are not U.S. citizens must have in their possession at all times a current passport from the country in which they claim citizenship.

2. It is an individual's responsibility to possess the documentation required for departing or entering the United States on official travel. Entry to and exit from the United States of alien family members is strictly a matter between the individual, the U.S. Immigration and Naturalization Service (INS), and the DoS. Individuals must work with the INS to ensure proper documentation is in order for departure from and return to the United States.

3. Alien DoD personnel or their family members should contact the appropriate OPR to get information on the current requirements they must fulfill to obtain visas. Visa requirements, documentation, and application procedures vary from country to country according to the applicant's nationality. The OPR should be contacted before a visa application is initiated.

4. For official travel only, the appropriate OPR will obtain required visas for valid alien passports, provided the alien is within the United States. The passport must be current and will remain valid for at least 1 year. For further information on passport validity, the individual should contact a Consulate or the Embassy of the nation concerned.

5. Outside the United States, alien personnel should contact the U.S. Embassy or Consulate to obtain information on visa requirements.

6. Application processing time for alien visas varies by country; therefore, applications must be initiated immediately after assignment confirmation. Passport agents will follow the same procedures as in Chapter 2 when assembling alien visa applications. When forwarding alien passports for visa processing, passport agents must use accountable mail only. Unless otherwise directed by the OPR, forward all visa applications to Commander, USASCAF (JDHQ-TP), Pentagon, Room 1B870, Washington, D.C., 20310-3111.

I. STATELESS ALIENS

1. Stateless aliens and aliens whose countries are without Consular or Diplomatic representation in the United States must contact the nearest INS office to obtain proper travel documents.

2. Valid reentry permits or other alien travel documents used instead of a foreign passport shall be sent to the appropriate OPR with a completed DD Form 1056. The OPR shall obtain visas from the foreign embassy concerned.

CHAPTER 2

PASSPORT AND VISA APPLICATION PROCEDURES

A. APPLYING FOR A PASSPORT (WITH OR WITHOUT VISA(S))

1. When to Apply for a Passport

a. Permanent Change of Station (PCS)

(1) DoD personnel requiring a no-fee passport due to destination or assignment should apply immediately, but not later than 14 days after reassignment notification. Personnel should not wait for orders to be published before submitting passport applications. Applications for diplomatic passports, however, may not be issued until orders can be submitted.

(2) Family members of military personnel should apply within 14 days of the Service member electing to serve a "with dependents" tour. The family member should not delay processing the application because they are waiting for orders to be published or for approval of family travel.

(3) Family members of DoD civilian personnel should apply when their sponsor applies.

b. Temporary Duty (TDY/TAD). DoD personnel should apply as soon as travel requirement is identified.

c. Overseas. DoD personnel who acquire new family members while abroad or have passports that will expire before their scheduled return to the Continental United States (CONUS) must apply for new passports through their installation and/or activity to the servicing Embassy or Consulate.

2. How to Obtain a No-Fee Passport

a. When a passport is required for travel on official business, DoD personnel and family members must submit a DD Form 1056, as part of their passport application. DD Form 1056 should be completed and provided to the applicant by the appropriate office handling their travel arrangements.

b. In addition to the DD Form 1056, the "DoS Application for Passport" (DSP Form 11) or "Application for Passport by Mail" (DSP Form 82) must be completed by the applicant.

c. Each applicant must furnish the required supporting documentation for the application. It is the passport agent's responsibility to properly assemble the application and dispatch it to the proper destination for processing. (See Chapter 1, paragraphs D.8.k. and l.)

(1) Generally, no-fee blue passports not requiring visas are processed through the DoS regional passport agencies.

(2) No-fee blue passports requiring visas are processed only by the Washington Regional Passport Agency. (See Chapter 1, paragraph D.8.k.)

(3) Official and diplomatic passports are processed only by the Washington Regional Passport Agency.

d. No-fee passports and visas for travel in conjunction with routine operations and/or missions are processed as follows:

(1) Check the FCG (reference (b)) before completing item 11, DD Form 1056. The Department of Defense will issue passports only for those countries listed in reference (b) as having a passport requirement.

(2) When historical evidence indicates continuing travel requirement(s) to foreign countries requiring no-fee passports, commanders need to identify these duty positions as soon as filled, and project travel requirements as far in advance as possible to allow personnel sufficient time (4 weeks minimum) to obtain a no-fee passport using routine processing procedures.

(3) For actual travel requirements with no firm itinerary, departure date or for units with missions that involve unscheduled travel to several destinations (such as Explosive Ordnance Detachments), item 11, DD Form 1056 must list the country and/or countries in their area of responsibility where reference (b) requires a passport or visa. Item 12, DD Form 1056 must be left blank. Include a projected date of travel in item 14. Indicate in item 17, DD Form 1056, whether a visa is or is not required at the time of application.

e. Passport Processing for Group and/or Unit Movements

Generally, passports and/or visas are not required for group and/or unit movements. In the event passports and/or visas are required, a project officer should be appointed. The project officer will not be a passport agent, but may be a DD Form 1056 authorizing official. The project officer must contact Commander, USASCAF, (DSN 225-/commercial (703) 695-3446,

immediately for instructions on processing their group and/or unit's passport and/or visa applications.

f. Passport Processing for Foreign Area Officers (FAO), Personnel Exchange Programs (PEP) and Cadet Troop Leadership Training Programs (CTLT) Use the same procedures for completion of the DD Form 1056, except as follows:

(1) Copy of official travel or PCS orders must accompany each passport application. The orders must show that a no-fee passport is necessary by listing the name of each destination requiring a passport and/or visa. (These countries must also be listed in item 11, DD Form 1056.) If this is not listed on the applicant's orders, consult with the applicant for other documentation that will provide a listing of countries. Correspondence from the sponsor or Defense Attache Office (DAO) is acceptable to augment orders that do not have the specific destinations listed.

(2) Item 14, DD Form 1056, must indicate the date the applicant will depart for PCS/TDY/TAD.

(3) Item 17, DD Form 1056, must indicated "Visas Not Required" or "Visas Required." Whether or not to include the name of the applicant's program, e.g., FAO, PEP, CTLT, etc. is optional.

(4) When the assignment is a PCS, family members are entitled to obtain the type of passport and/or visa that is required for their country of assignment. Family members are not authorized to receive official passports based upon their projected travel requirements (while accompanying their sponsor), unless documentation is presented showing that the family member will utilize Government transportation or be paid per diem while traveling.

3. Where to Apply for a Passport

a. In the United States, DoD personnel and family members must apply through installation and/or activity passport agents.

b. When no passport agent is available, passports may be applied for or information obtained from:

(1) Clerk of a Federal or State Court authorized by law.

(2) Certain designated Post Office Clerks.

(3) DoS Passport Agencies. The locations of the DoS Regional Passport Offices are given in the DoS Passport Agent's Manual (reference (a)). When the Manual is not available, information can be obtained from the Post Office, from the DoS by calling (202) 647-6633, or from USASCAF by calling (703) 697-9620/DSN 227-9620.

c. A special postage service fee and an execution of application fee can be charged for each application made to passport agents other than those located on military installations and/or activities.

d. Outside the United States, applicants should request instructions from their personnel office or the nearest U.S. Embassy or Consular Post.

4. Identification of Applicant

All applicants must establish their identity to the satisfaction of the passport agent. Chapter 1, subsection D.10., outlines documents required for the proper identification of DoD personnel. Establishing the identity of the applicant and recording this information on the application form is the most important function of the passport agent.

5. Evidence of Citizenship

a. Applicants must submit proper evidence of U.S. citizenship with each passport application.

(1) A previously issued U.S. passport is the primary means for satisfying this requirement. Applicants born in the United States who cannot submit a passport, may submit a certified copy of their birth certificate, issued under the seal of the official custodian of their birth records, as a primary proof of citizenship. Birth certificates must have the date the certificate was filed in the registrar's office to be acceptable proof.

(2) A person born abroad, who claims U.S. citizenship at birth, may submit his or her Certificate of Citizenship issued by the INS.

(3) Refer to Chapter 3, DoS Passport Agent's Manual (reference (a)) for specific information on the types of documentation that are acceptable to verify citizenship.

b. It is especially important for readiness reasons that DoD employees and family members keep acceptable evidence of U.S.

citizenship on hand to enable them to apply for passports on short notice. Obtaining certified copies of documents from the official custodian of records can be a time-consuming process, especially if the applicant is residing in an overseas location.

6. Passport Photographs

Two recent identical photographs (taken within 6 months) must be submitted with each passport application. Visa requests may require additional photos. Photographs are accepted only at the time of application. Passport photos may be color or black and white and will be taken in normal street attire without a hat or dark lens glasses. Uniforms, work clothing, T-shirts, and multicolored sports shirts are unacceptable. The servicing or most convenient military photo lab shall provide photographic service for no-fee passports. See Chapter 5 of reference (a) for additional requirements.

7. Assembly of Passport Applications

Application packets must be assembled in a consistent manner to expedite processing and thus avoid delay. Documents in the packet will be assembled in the order listed below and secured by one staple in the upper left corner of DSP Form 11 or DSP Form 82. Do not use paper clips as they will not keep the packet together during shipping and handling. It is important that DoD passport agents pay close attention to each detail when assembling an application to avoid the application from being returned for discrepancies. Refer to figure 2-1 for the content and proper assembly of passport and/or visa applications. From top to bottom, the assembly sequence for a no-fee passport application is as follows:

a. Within the United States to the OPR:

(1) DSP Form 11 (Passport Application) with photo stapled to designated spot on the application with four staples (one vertically in each corner, do not damage facial features).

(2) Second photo directly behind DSP Form 11. This photo will be affixed to the passport, upside down, and facing forward. Be careful not to damage facial features.

(3) If application is for a diplomatic passport, a copy of the sponsor's PCS orders must accompany the application.

(4) Citizenship evidence (e.g. previously issued passport or other acceptable birth and/or citizenship evidence) opened, so it can be easily read.

(5) DD Form 1056: If application is for a no-fee blue passport and requires a visa, copies 1, 2, 3, and 5 will be in a reverse manner so that when the application packet is turned over the front of DD Form 1056 can be easily read. Otherwise, as shown in figure 2-1:

(a) Copy 1 will be placed head to head, centered two inches from the top, on the back of DSP Form 11 or 82. Stapled on all four corners of copy 1.

(b) Copies 2, 3, and 5 will be in a reverse manner so that when the application packet is turned over copy 5 is on top and the front can be easily read.

(c) If a visa is required, staple additional photos and forms required for each visa requested to the back of copy 5, DD Form 1056.

b. Within the United States to DoS Regional Passport Agencies (other than the Washington Passport Agency). The passport agent should contact the servicing DoS Regional Passport Agency for instructions and follow their required assembly procedures.

c. Outside the United States, the designated acceptance agent and/or military courier will follow the assembly procedures issued by their servicing U.S. Embassy or Consulate.

B. APPLYING FOR A VISA

1. Visa Application Requirements. Requirements and processing time vary for each country. In many cases they vary within a country according to whether travel is for official, diplomatic, or personal reasons, and the length of stay. Use the FCG (reference (b)) to determine whether a visa is required, number of photos needed for the visa application, and any additional documentation that is necessary. Since reference (b) is continuously updated and published at least quarterly, it is the most accurate resource book available for guidance.

a. Within the United States, the appropriate OPR obtains visas for official travel and stocks most visa application forms. Questions on visas for official travel may be referred to CDR, USASCAF, RM 1B872, ATTN: JDHQ-TP (Visa Section), Washington, DC 20310-3111; DSN 227-9620; Commercial (703) 697-9620.

b. Outside the United States, applicants will comply with instructions from both U.S. and foreign Embassies or

Consulates, as necessary.

2. Visa Application Procedures

a. Within the United States, OPRs will obtain the required visas for no-fee passports after DoS Passport Services issues the no-fee passport.

(1) If an applicant requires issuance of both a no-fee passport and visa, passport agents will assemble the required visa documents as shown in item 4, Figure 2-1. Attach photographs to DD Form 1056, copy 5, as shown in item 5, Figure 2-1. After completion, mail this assembled passport application to the appropriate OPR or the DoS. Upon receipt of the passport, required visas are obtained based on information provided on DD Form 1056.

(2) If an applicant already has a no-fee passport with 6 months validity remaining (after departure date), and requires only the issuance of visas, passport agents will attach their passport along with the required visa documents and photographs to DD Form 1056, copy 5, and mail them along with copies 1 and 2, DD Form 1056, to the appropriate OPR.

(3) A group of 10 or more passports requiring the same visa action must be accompanied by a letter of transmittal listing the names and destinations, including itinerary, of the group. Using a letter of transmittal will speed up the processing time for obtaining visas.

(4) OPRs will mail only passports with visas to the address indicated on DD Form 1056, item 13, after all requested visas have been obtained.

(5) For planning purposes, applicants should allow 30 days for visa processing. If both a passport and visa are required the total processing time may run 60 days. Multiple visa requirements can require additional time.

b. Outside the United States applicants will follow instructions from their Major, Unified, or Specified command and embassies or consulates.

3. Visa Denials

a. The following action must be taken when a host country denies a visa to any DoD employee or family member because of exclusionary policies, or for reasons other than qualifications or ability:

(1) Within the United States, OPRs will notify the Office of the Under Secretary of Defense for Policy (OUSD(P)).

(2) Outside the United States, the organization that processes the visa request will send a message directly to the OUSD(P).

b. Address OUSD(P) messages to report the denial of visas to: "SECDEF WASH DC//USDP:ADMIN." Use the following message format for:

(1) DoD employees:

(a) Applicant's full name, grade, and social security number.

(b) Applicant's present assignment and location.

(c) Country that denied visa.

(d) Date of visa denial.

(e) Date of visa application.

(f) Reason for visa denial, if known. Report the basis of denial if the denial is based on an exclusionary policy.

(2) Family members:

(a) Applicant's full name and relationship to sponsor.

(b) Sponsor's full name, grade, and social security number.

(c) Present assignment and location of sponsor.

(d) Present location of family member.

(e) Country that denied visa.

(f) Date of travel approval (state whether approved travel is concurrent or nonconcurrent).

(g) Date of visa application.

(h) Date of visa denial.

(1) Reason for visa denial, if known. Report the basis of the denial if the denial is based on an exclusionary policy.

c. When completed, the message will be "FOR OFFICIAL USE ONLY."

C. COMPLETION OF DD FORM 1056, "AUTHORIZATION TO APPLY FOR A NO-FEE PASSPORT AND/OR REQUEST FOR VISA"

1. A completed DD Form 1056 certifies that the applicant is authorized to apply for a no-fee passport. It is used as the authority for the DoS to issue a no-fee passport. A separate DD Form 1056 is required for each person applying for a no-fee passport. This same DD Form 1056 should be used to request any necessary visas. The entitlement for issuance of the DD Form 1056 does not apply to alien family members. DD Form 1056 is also submitted with no-fee passports that require an amendment, correction, extension or additional visa pages. Additionally, it is used by the OPR in the processing of visa requests.

2. DD Form 1056 is issued to eligible DoD personnel who will be traveling on official business. The eligibility of family members for no-fee passports depends on their entitlement to Government transportation and per diem.

3. The following personnel are not authorized to travel on no-fee passports and therefore are not eligible to be issued DD Form 1056:

a. Retired DoD employees, and their family members, traveling to foreign countries to take up residence, even if Government transportation is authorized. The only exception is if a retired employee is a family member of another DoD employee traveling on official change of station orders. In this case, DD Form 1056 may be issued if travel authorizes the retired member to accompany their sponsor.

b. DoD employees, and/or their family members, when traveling for personal reasons, such as vacation or leave, or any reason not considered official travel.

c. Civilian contract employees.

d. Employees of Government agencies and bureaus other than the Department of Defense.

4. Instructions for Completing DD Form 1056 (See Figures 2-2 through 2-5.)

a. The authorizing official must complete DD Form 1056 using the following guidelines before processing the application for no-fee passports and visas: (Failure to adhere to these procedures will result in processing delays and/or the rejection of the application.)

(1) Type all entries except for item 16.

(2) Enter all dates with the month typed as a three letter abbreviation, DD/MMM/YR (e.g., 1 JUN 92).

(3) Item 1. Enter the date. The date in item 1 should be 10 working days before the date of departure in item 14.

(4) Item 2. Enter the DoD Component sponsoring the travel. (For example: Army, Air Force, Office of the Secretary of Defense (OSD), Chairman of the Joint Chiefs of Staff, or other applicable DoD Component.)

(5) Item 3. Enter the applicant's full name (Last, First, and Middle) and relationship to sponsor, if applicant is a family member. When initiating applications for more than one family member, forms should be numbered as 1 of 3, 2 of 3, etc, so that they can be processed together.

(6) Item 4. Enter the applicant's date of birth using the format (DD/MMM/YR).

(7) Item 5. If born in the United States or the U.S. territories (e.g. Guam, U.S. Virgin Islands, Puerto Rico, etc.), enter the state or territory in which born. If born outside the United States or the U.S. territories, enter the country of birth.

(8) Item 6. Complete if the applicant is a family member accompanying a DoD employee (referred to as sponsor), otherwise check block.

(9) Item 7. Enter the civilian grade or military rank and grade of the applicant. If applicant is a family member, enter the sponsor's grade and/or rank, e.g., CPT/0-3, SSG/E-6, GS-11.

(10) Item 8. Enter sponsor's social security number.

(11) Item 9. Enter applicant's complete current home address, area code, and telephone number.

(12) Item 10. Enter an interim address where applicant may be contacted after departing their permanent duty station. Indicate leave/TDY/TAD and, if possible, include dates. Also, include the passport agent's identification code.

(13) Item 11. Enter the name of the country or countries to which the applicant is traveling. Do not list regions. This list must be in the sequence of travel order and should include any stopover countries where passport and visas are required. Do not use mailing addresses or names of installations or cities unless required by the FCG (reference (b)).

(14) Item 12. Enter the name of the special assignment, or "not applicable." Do not list the type of passport to be issued. Based on the assignment identified in this block, the DoS will determine what type of passport will be issued.

(a) If the assignment is to Attache, Military Assistance Advisory Group, Security Assistance Liaison, or any other special advisory group or assignment that will govern type and need for a passport, enter that information.

(b) If the position to be occupied is the Chief or Deputy Chief of the Special Assignment Activity, enter this information. Also, include the name of the incumbent (if known), and give the date the assignment is expected to end. For family members of such personnel, enter information on sponsor's assignment as above.

(15) Item 13. Enter the military address of the installation passport office or central port call office (include the commercial and DSN telephone numbers) from which the passport will be controlled and issued. Building and room numbers are necessary if the application requires express mail delivery in those cases deemed necessary to meet the applicant's travel date. Post office box addresses are not acceptable. When DD Form 1056 is issued overseas for family members located in the United States, enter the installation passport agent or central port call office responsible for arranging unaccompanied travel. The address shown must be clear and complete.

(16) Item 14. This date is critical for the issuance of a no-fee passport. Enter the confirmed port call date. If this date changes, immediately submit an updated DD Form 1056 to reflect the new dates.

(17) Item 15. Enter proposed length of stay. Visa and passport requirements vary with the length of stay in some countries, as do visa lengths, which may preclude early application.

(18) Item 16. The signature and date of the authorizing official must be placed in this space. Passport agents must check the signature in this block against the signature cards on file to verify that the signature is that of an authorizing official.

(19) Item 17. This item is used for special remarks or instructions. Clearly indicate in this block VISA REQUIRED or VISA NOT REQUIRED. For overseas acceptance agents and/or military couriers, indicate the U.S. Embassy or Consulate serving your installation, address as follows: POUCH-FRANKFURT, POUCH-SEOUL, etc. If there is not enough room for all required information, enter "see remarks on reverse" and type the remaining information in the remarks section on the reverse side of DD Form 1056.

(20) Item 18. Enter the complete address, including office symbol, city, and state of the authorizing official. Commercial, DSN, and FTS telephone numbers, if available, must be shown.

b. Suspense Control. Record suspense control data on the reverse of DD Form 1056. Recording data in these blocks is important since it enables the passport agent and OPR to track the application as it is processed. Passport agents are responsible for completing these items.

(1) When an application is forwarded for processing, items 19, 20, and 21 will be completed.

(2) Upon receipt of the passport, record the passport number, date of issue, and expiration date in items 22 through 29.

(3) When the passport is presented to the applicant, the applicant will sign in the remarks section (item 30) as having received the passport. If the passport is mailed, enter the type of mail and date mailed.

(4) When sending a valid passport for "VISA ONLY" items 22 through 29 must be completed. This information is found inside the passport's front cover.

(5) The remarks section (item 30) on the reverse side of DD Form 1056 will list all documents mailed with the application, e.g., DSP Form 11, DSP Form 82, DSP Form 19, previous passport, certified birth certificate, etc.

(6) Individual copies of DD Form 1056 will be filed and/or maintained as follows:

(a) Copy 1, 2, 3, and 5 will be mailed as part of the application packet.

(b) Copy 4 will be retained in suspense by the passport agent and used as a tracking document until the passport is received.

D. PROCESSING PASSPORT AND/OR VISA APPLICATIONS

1. There are 3 types of service provided by the Washington Passport Agency for the processing of official, diplomatic or any no-fee passport application requiring a visa. The DoS reserves the right to determine which type of service a particular application requires. If military agents send no-fee applications not requiring visas to any of the other 13 DoS Regional Passport Agencies, they should check with that Regional Passport Agency for the exact procedures they should follow to obtain passports from that agency.

a. Routine. If the application is received and data entered by the DoS more than 30 days before the estimated date of departure and no special circumstances are involved, such as multiple visas required, the application will be handled using routine processing procedures. Passport agents should understand that due to the large volume of applications received at DoS, applications are not always data entered into the DoS processing system on the date they are received. Data entry of an application requires 2 to 4 working days.

(1) Normal processing time for no-fee passport applications is 30 workdays. If the application includes passport and visa allow 45 workdays. For multiple visas plan on 60 workdays for processing time.

(2) DoD personnel normally receive PCS assignment notification in sufficient time to allow for routine passport processing. These passport applications generally will not receive expedited DoS processing.

b. Expedite. If DoD personnel must travel with less than 30 days notice or special circumstances exist with regard to visas required, expedite processing must be used.

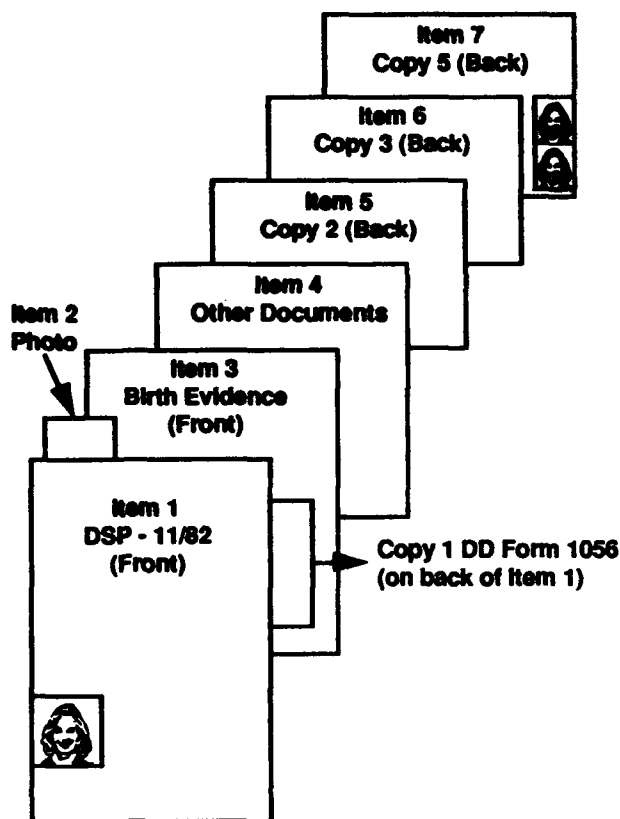
(1) Passport applications requiring less than 30 days processing time must be accompanied by a memorandum of justification signed by the applicant's travel approving official. This request for expedited processing must contain an original signature, be a letterhead identifying the originating agency, and provide the agency's mailing address. Requests for expedite processing for all Official and/or Diplomatic passport applications must be addressed to Chief, Official Travel Branch and/or Chief Diplomatic Travel Branch, Passport Services, 1425 K Street, NW, Washington, DC 20524-1705. Each request must be dated and contain the following information: travelers' last name, first name and middle initial, date of birth, the commercial telephone number with the area code of the travel approving official signing the correspondence, date traveler was tasked for the Temporary Duty Tour (TDY)/PCS, why it is imperative that the applicant travel on the date indicated, justification for late submission, and the date required.

(2) All passport applications requiring expedite processing should be express mailed to maximize the processing time. The average mailing time (by regular mail) for receipt of a passport is 5 working days.

c. Walk-through. If an applicant has been directed to travel within a time-frame that makes it impossible for expedite procedures to be used, walk-through service is available. Walk-through processing is limited and requests will be used only to support official travel where it is justified by critical, emergency circumstances. These circumstances must be verified by the applicant's organization. The installation and/or activity passport agent must coordinate this with their OPR.

2. Visa processing is prioritized according to the estimated date of travel. Visas cannot be processed any faster than allowed by the embassies involved. Average processing time per visa is 5 working days. In some instances, newly issued passports must be returned to the applicant and signed before foreign embassies will process them for visas. This can further increase processing time.

Passport Application Assembly



1. Staple photo to application with four staples (one in each corner, do not damage facial features).
2. Item 1 - Attach the following document behind the application, in order listed.
Copy 1, DD Form 1056: Staple to Item 1. Should be head to head on the back of DSP - 11/82, stapled on all four corners, 2 inches from top.
3. Item 2 - Photo to be affixed in passport: (place upside down facing forward so facial features are not damaged).
4. Item 3 - Birth/Citizenship evidence: Opened and facing forward for easy reading. When using a passport open to data page and staple thinnest edge of book to application.
5. Item 4 - Other documents and/or statements from the applicant or agent: DSP 64, orders, visa forms, affidavits (if required).
6. Items 5, 6, 7 - Copies 2, 3, and 5 (DD Form 1056). If visa photos are required affix to copy 5. Copy 4 retain for suspense file.

Visa Only Application Assembly

1. Items 1, 2 - Staple visa photos on the reverse of copy 5, DD Form 1056.
 2. Attach the following documents behind Items 1 and 2 in order listed.
 - a. Items 3, 4, 5 - Copies 1, 2, and 3, DD Form 1056.
 - b. Item 6 - Valid passport: stapled in the top left of DD Form 1056.
 - c. Item 7 - Visa forms, facing front.
 - d. Item 8 - Other documents, facing front.
 3. Staple entire package with one staple in the top left corner.
- Copy 4, DD Form 1056 retain for installation/activity suspense file.

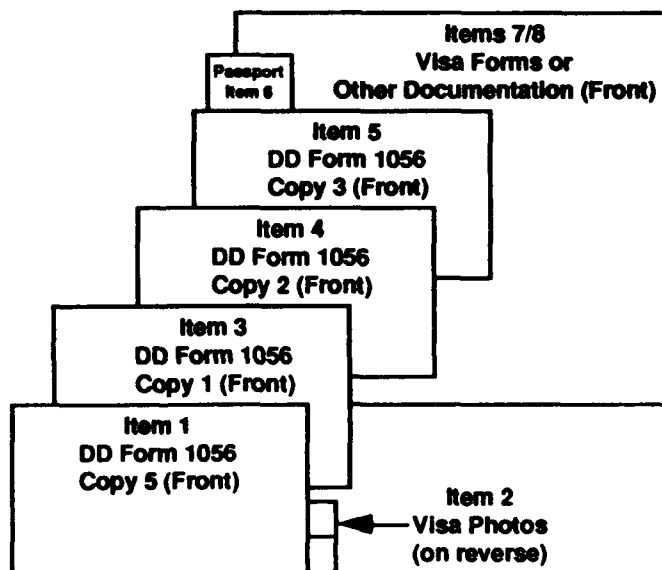


Figure 2-1. Passport and/or Visa Application Assembly.

THIS FORM MUST BE TYPED (See DoD 1000.21-R for form completion instructions.)

AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA		1. DATE PASSPORT OR VISA REQUIRED BY APPLICANT 15 JUN 92	2. MAJOR SERVICE COMPONENT ARMY
3. APPLICANT'S LAST NAME - FIRST NAME - MIDDLE NAME HAYES, MONICA SUSAN		4. APPLICANT'S DATE OF BIRTH 4 JUL 45	5. APPLICANT'S PLACE OF BIRTH AUSTIN, TX
6. SPONSOR'S LAST NAME - FIRST NAME - MIDDLE NAME ☒ (If same as item 3, check block)		7. SPONSOR'S MILITARY RANK/CIVILIAN GRADE MAJ/O4	8. SPONSOR'S SSN 664-33-1234
9. APPLICANT'S CURRENT HOME ADDRESS AND ZIP CODE (Include home and office telephone no. and area code) 45 ORCHARD ROAD VANCOUVER, WA 98665		10. INTERIM ADDRESS WHERE APPLICANT MAY BE CONTACTED AFTER DEPARTING LOCATION INDICATED IN ITEM 9 (Include telephone no. and name of person with whom residing)	
11. DESTINATION (Country or Countries) ISRAEL EGYPT	12. LIST SPECIAL ASSIGNMENT REQUIRING PASSPORT* (See NOTE below) MEMBER OF SECURITY ASSISTANT TEAM	13. PASSPORT WILL BE FORWARDED TO: (Include complete mailing address, to include building number, room number, and ZIP Code) TRANSPORTATION OFFICE BLDG 5162 ID Code: FS 231 ATTN: AFZH-AG1-GP (if applicable) FORT LEWIS, WA 98433-5000	
14. EST DATE OF DEPARTURE (From country in which applicant is currently residing) 15 AUG 92	15. PROPOSED LENGTH OF STAY 2 YEARS	16. SIGNATURE OF AUTHORIZING OFFICIAL AND DATE Barbara L. Jones 14 Aug 92	
17. ADDITIONAL INFORMATION (Continuation sheet may be added) OBTAIN VISAS		18. NAME, GRADE, TITLE AND ORGANIZATION OF AUTHORIZING OFFICIAL (Include complete mailing address, tel. no. and area code) BARBARA L. JONES (206) 967-5093 CHIEF, TRANSPORTATION OFFICE FT. LEWIS, WA 98433-5000	

*NOTE: If assignment is to Attaché; MAAG; JUSMMAT; Security Assistance Liaison Office (SALO); OSP or other Special Advisory Group, e.g., CENTO; or any particular assignment that will govern type and need for a passport, enter such information. If not, enter "Not Applicable."

DD Form 1056, MAY 92

Previous edition is obsolete.

ATTACH TO PASSPORT APPLICATION (Form DSP-11)

COPY 1

PRIVACY ACT STATEMENT

AUTHORITY: Sections 3012, 8012, 5031, Title 10 USC; 22 CFR 51.63; EO 9397.

PRINCIPAL PURPOSES: To provide authority for issue of "No-Fee" passport and/or request for a visa which is an endorsement stamped or written on a passport showing that it has been examined by the proper officials of a country and granting entry into that country. The Social Security Number is required to verify and/or identify the applicant.

ROUTINE USES: Information is used in conjunction with application for passport/visa and foreign travel. Information may be released to other DoD agencies, various activities within the Department of State, foreign embassies and consulates.

DISCLOSURE: Voluntary; however, if applicant does not provide information, a "No-Fee" passport cannot be authorized.

MARGINAL NOTATIONS:

COPY 1
COPY 2
COPY 3
ISSUING COMMAND - COPY 4
MAIL IN ACCORDANCE WITH SERVICE REGULATIONS - COPY 5

SUSPENSE CONTROL			
FOR USE BY APPLICANT OR ISSUING OFFICIAL			
19. DATE APPLIED FOR PASSPORT 15 APR 92	20. PLACE APPLIED FOR PASSPORT FT. LEWIS, WA AFZH-AGI-GP	21. COURT OR PASSPORT AGENT MS. JOHNSON	
FOR USE BY PASSPORT RECEIVING AGENT			
22. DATE PASSPORT RECEIVED FROM DEPARTMENT OF STATE 10 JUN 92	23. PASSPORT NUMBER	24. DATE OF PASSPORT ISSUE	25. PASSPORT EXPIRATION DATE
26. DOCUMENT(S) INCLUDED WITH PASSPORT BIRTH CERTIFICATE	27. COUNTRY AND DATE VISA REQUESTED	28. DATE PASSPORT RECEIVED WITH VISA	29. DATE PASSPORT MAILED
30. REMARKS M			

DD Form 1056, MAY 92 (Back)

(FIGURE 2-3)

L

E

THIS FORM MUST BE TYPED

(See DoD 1000.21-R for form completion instructions.)

AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA		1. DATE PASSPORT OR VISA REQUIRED BY APPLICANT 1 JUL 92	2. MAJOR SERVICE COMPONENT US ARMY
3. APPLICANT'S LAST NAME - FIRST NAME - MIDDLE NAME BROWNE, MARY LOUISE		4. APPLICANT'S DATE OF BIRTH 25 DEC 85	5. APPLICANT'S PLACE OF BIRTH BALTIMORE, MD
6. SPONSOR'S LAST NAME - FIRST NAME - MIDDLE NAME ☐ (If same as Item 3, check block) BROWNE, LARRY JAMES		7. SPONSOR'S MILITARY RANK/ CIVILIAN GRADE GS-12	8. SPONSOR'S SSN 015-34-8416
9. APPLICANT'S CURRENT HOME ADDRESS AND ZIP CODE (Include home and office telephone no. and area code) 132 McDonald Court Universal City, TX 78154		10. INTERIM ADDRESS WHERE APPLICANT MAY BE CONTACTED AFTER DEPARTING LOCATION INDICATED IN ITEM 9 (Include telephone no. and name of person with whom residing)	
11. DESTINATION (Country or Countries) 15 JUL 92	12. LIST SPECIAL ASSIGNMENT REQUIRING PASSPORT* (See NOTE below) 2 YEARS	13. PASSPORT WILL BE FORWARDED TO: (Include complete mailing address, to include building number, room number, and ZIP Code) COMMANDER, U.S. ARMY ATTN: AFZG-DL-TPC ID Code: FS01 BLDG 54, Room 314 (if applicable) Ft. Sam Houston, TX 78234-5000	
14. EST DATE OF DEPARTURE (From country in which applicant is currently residing) 15 JUL 92	15. PROPOSED LENGTH OF STAY 2 YEARS	16. SIGNATURE OF AUTHORIZING OFFICIAL AND DATE <i>Rosa L. Brothers</i> 20 MAY 92	
17. ADDITIONAL INFORMATION (Continuation sheet may be added)		18. NAME, GRADE, TITLE AND ORGANIZATION OF AUTHORIZING OFFICIAL (Include complete mailing address, tel. no. and area code) ROSA L. BROTHERS (512) 221-2661 DIRECTOR, TRAVEL ASSISTANCE FT. SAM HOUSTON, TX 78234-5000	

*NOTE: If assignment is to Attaché; MAAG; JUSMMAT; Security Assistance Liaison Office (SALO); OSP or other Special Advisory Group, e.g., CENTO; or any particular assignment that will govern type and need for a passport, enter such information. If not, enter "Not Applicable."

DD Form 1056, MAY 92

Previous edition is obsolete.

ATTACH TO PASSPORT APPLICATION (Form DSP-11)

COPY 1

PRIVACY ACT STATEMENT

AUTHORITY: Sections 3012, 8012, 5031, Title 10 USC; 22 CFR 51.63; EO 9397.

PRINCIPAL PURPOSES: To provide authority for issue of "No-Fee" passport and/or request for a visa which is an endorsement stamped or written on a passport showing that it has been examined by the proper officials of a country and granting entry into that country. The Social Security Number is required to verify and/or identify the applicant.

ROUTINE USES: Information is used in conjunction with application for passport/visa and foreign travel. Information may be released to other DoD agencies, various activities within the Department of State, foreign embassies and consulates.

DISCLOSURE: Voluntary; however, if applicant does not provide information, a "No-Fee" passport cannot be authorized.

MARGINAL NOTATIONS:

COPY 1
COPY 2
COPY 3
ISSUING COMMAND - COPY 4
MAIL IN ACCORDANCE WITH SERVICE REGULATIONS - COPY 5

(Figure 2-4 Sample DD Form 1056 for Family Member)

SUSPENSE CONTROL			
FOR USE BY APPLICANT OR ISSUING OFFICIAL			
19. DATE APPLIED FOR PASSPORT 21 MAY 92	20. PLACE APPLIED FOR PASSPORT FT. SAM HOUSTON, TX	21. COURT OR PASSPORT AGENT MR. NEWELLS	
FOR USE BY PASSPORT RECEIVING AGENT			
22. DATE PASSPORT RECEIVED FROM DEPARTMENT OF STATE	23. PASSPORT NUMBER	24. DATE OF PASSPORT ISSUE	25. PASSPORT EXPIRATION DATE
26. DOCUMENT(S) INCLUDED WITH PASSPORT BIRTH CERTIFICATE	27. COUNTRY AND DATE VISA REQUESTED	28. DATE PASSPORT RECEIVED WITH VISA	29. DATE PASSPORT MAILED
30. REMARKS M			

DD Form 1056, MAY 92 (Back)

P

L

E

(Figure 2-5 Sample DD Form 1056 for Family Member)

CHAPTER 3

PASSPORT AGENT NOMINATION AND DESIGNATION PROCEDURES

A. PASSPORT AGENT NOMINATIONS

The DoD Executive Agent for Passport and Passport Agent Services has been given the authority to approve the nominations of DoD civilian and military personnel to serve as passport agents at military installations and/or activities. The following conditions apply to all candidates who are nominated to be appointed as passport agents:

1. Nominees must be U.S. citizens.
2. Nominees must be available to serve at least 1 year in their appointments.
3. Nominees must be in the pay grade E-5 or above for military personnel or GS-4 or above for civilian personnel.

B. PASSPORT AGENT DESIGNATION PROCEDURES+

1. Outside the United States

In overseas commands, personnel under the UCMJ Article 136 (reference (g)), 10 U.S.C. 936 (reference (h)), 5 U.S.C. 2903 (reference (i)), and those designated as acceptance agents and/or military couriers by the commander will accept and process passport applications as instructed by the commander of a major or Unified Command.

2. Within the United States

a. DoD Components, Except the Military Departments

(1) Passport agent nominations will be sent to the Commander, U.S. Army Service Center for the Armed Forces, Attn: Executive Agent, Room 1B866, Pentagon, Washington, DC 20310-0105.

(2) Each passport agent nomination will include:

- (a) Full name of nominee.
- (b) Verification that nominee is a U.S. citizen.

(c) Complete name and address of installation (include office designations, building numbers, street address and P.O. Box, as applicable).

(d) Commercial and DSN telephone numbers.

(e) All passport agents currently designated at the installation.

(f) Average monthly number of no-fee passports processed at the installation and/or activity. If it was necessary to process regular fee passports, those should be listed separately.

(g) A statement indicating that this nomination is an initial designation or the nominee is a replacement for another individual. Provide full names of passport agents whose appointments are being cancelled.

(3) The Executive Agent shall review the nomination and either approve or disapprove the appointment. The Executive Agent will notify the nominee of his or her appointment by sending a letter of designation.

(4) Before assumption of duties, and upon receipt of written designation, four completed copies of DD Form 577 shall be forwarded to the Executive Agent's address. The newly designated passport agent must complete the DD Forms 577 with the following items:

(a) Full name.

(b) Full legal signature.

(c) Complete mailing address.

(d) Commercial and DSN telephone numbers.

(e) Place of birth.

(f) If a naturalized citizen, indicate the location of naturalization on the reverse of the card.

3. Military Departments

a. The Executive Agent has redelegated to the Military Departments the authority to approve or disapprove their own passport agent appointments. When sending their passport agent designation letters, the Military Departments shall, therefore,

use the authority line "FOR THE DoD EXECUTIVE AGENT:".

b. The DoD Executive Agent and the DoS retain the authority to cancel a passport agent appointment at any time for cause or failure to properly fulfill their passport agent's duties and responsibilities.

c. Information requirements for requesting nominations remain the same as those shown for the DoD Components in subsection B.1., above.

d. Upon designation, the OPR will provide the DoD Executive Agent four completed copies of the DD Form 577 for each new agent. Send DD Form 577 to: Commander, USASCAF, Attn: JQHD-TM, Room 1A872, Pentagon, Washington, DC., 20310-3111.

4. Name Changes. If a passport agent's name legally changes, that agent must notify the Executive Agent of the change. Agents should submit a description of the name change on official letterhead and provide four DD Forms 577 showing their new signatures.

C. REGULAR FEE PASSPORT APPLICATIONS

Passport agents will decline to accept applications for regular fee passports except in unusual circumstances and only after specific approval is given, in writing, by the DoD and the DoS. Requests for permission to accept regular fee passport applications will be sent to the Executive Agent at: Commander, USASCAF, Attn: Executive Agent, Room 1A872, Pentagon, Washington, DC 20310-3111. The request shall include:

1. Passport agent's name and location.
2. The number of regular fee applications the passport agent wishes to accept.
3. Justification for the request.
4. The nearest passport agent authorized to accept regular fee passport applications.

CHAPTER 4

QUALITY, CONTROL, DISTRIBUTION, AND DISPOSITION

A. QUALITY CHECKS

1. Passport and Visa Applications. To prevent processing delays, passport agents must ensure all requirements are met when preparing applications. Passport agents should carefully screen the application, once assembled, to provide a quality check. The DoS will notify the responsible passport agent of incomplete or incorrect submissions of passport applications. During this period, the application is held in suspense pending the receipt of missing or corrected documents. Failure to respond by the established suspense date, however, shall result in the suspended application being returned to the passport agent. Once the application is returned, the agent must resubmit it. Carefully following the DoS and the DoD guidelines, along with attention to detail, will help avoid these delays caused by application errors or omissions.

2. Correction or Amendment of Passports

a. Within the United States, return no-fee passports that contain errors or omissions as soon as possible, or within 30 days after issuance, in accordance with paragraph C (Distribution), with copies 1, 2, 3, and 5, DD Form 1056, and a Passport Amendment and/or Validation Application (DSP Form 19). Show correction desired in item 17, DD Form 1056, and the DSP Form 19 and send all supporting documents required to verify the correction desired: e.g., such as birth certificate if the birth date is incorrect. It takes 20 to 30 days to get corrected passports.

b. In overseas areas, follow instructions from Commanders of Major, Specified, or Unified Commands and send passports to one of the following offices:

(1) The servicing Passport Service Center or Office, (which will in turn forward it to the U.S. Consulate Office or Embassy), or directly to:

(2) The U.S. Consulate Office or Embassy.

B. CONTROL

1. The No-Fee Passport as Government Property

a. A U.S. no-fee passport is an official document of the U.S. Government and remains at all times the property of the U.S. Government. A no-fee passport shall be surrendered to an authorized representative of the U.S. Government upon demand. Authorized representatives of the U.S. Government may confiscate official no-fee passports upon notice of stop movement actions.

b. It shall not be altered, mutilated, or changed in any manner, except as authorized and changed by DoS Passport Services, its agencies, or by a consular post abroad upon proper authorization from DoS Passport Services. Anyone who mutilates or makes an unauthorized change of a passport is subject to criminal penalties (18 U.S.C. 1543 reference (c)).

2. Safeguarding No-Fee Passports

Commanders will ensure that no-fee passports issued to persons within their command are kept current and safeguarded as follows:

a. Personnel in overseas areas and those whose duty requires them to have valid passports will be checked periodically to ensure their passports are in order. Applications for renewal of no-fee passports will be submitted when passports have not more than 12 months and not less than 7 months validity remaining. Applicant must not be within 6 months of their date of eligibility to return from overseas.

b. When DoD personnel and their family members complete travel abroad and return to the United States, they will turn in their no-fee passports to their gaining installation or activity for safekeeping. The appropriate office handling travel arrangements will establish procedures to ensure that personnel returning from overseas areas are counseled concerning this obligation. Installations and/or activities may retain passports for future use.

c. If travel is canceled, the installation and/or activity will keep the no-fee passport until the individual departs on a permanent change of station (PCS) or until the passport expires. Expired no-fee passports should be returned to the DoS for cancellation.

d. Upon PCS, no-fee passports will be forwarded to the gaining command by certified mail. No-fee passports kept by

installations and/or activities will be stored in a secure manner at all times when not in use and shall not be used for personal travel.

e. Upon release from active duty, all no-fee passports will be surrendered. Commanders of losing activities or the office handling travel arrangements will return these passports to the DoS for cancellation. (See Chapter 4, subsection D.5.) If requested, the DoS will return the cancelled passport to the bearer's home address. Procedures must be established to ensure personnel returning from overseas areas are counseled concerning this obligation.

C. DISTRIBUTION

1. Mailing Instructions

a. Passports, passport applications, and/or visa applications will be sent first-class through the U.S. postal system, by a commercial (overnight) express company, or by an official courier within the United States, or the U.S. territories. Passports may be mailed to an Army or Air Force Post Office or Fleet Post Office. Passports will not be sent by international mail. In foreign countries, DoS pouch service may be used. Applications submitted within 30 days of the estimated departure date that require expedite processing should be sent by express mail.

b. Passport agents will determine where to send passport applications depending upon whether the application includes visa requirements and depending upon which DoS regional passport office services their location.

(1) All passport applications submitted for diplomatic, official, and no-fee blue passports that require visas will be mailed to the appropriate OPR or DoS, Passport Services, ATTN: USASCAF Liaison, 1425 K Street, NW, Washington, DC 20524-1705.

(2) All applications for no-fee blue passports not requiring visas will be mailed to the DoS Regional Passport Agency within their area. Refer to the DoS Passport Agent's Manual (reference (a)) for the exact address of the Regional Passport Agency within your area. If a Regional Passport Agency processes the application, all correspondence or tracer requests will be submitted between the requesting activity and that agency. Do not send information copies to OPRs.

(3) All applications for no-fee passports for employees of DoD Non-Appropriated Fund Instrumentalities and their family members will be mailed to the DoS, Passport Services, Attn: USASCAF, 1425 K Street NW, Washington, DC 20524-1705 for processing.

2. Distribution and Receipt of Passports

a. DoS Passport Agencies, USASCAF, and Military Service OPRs will mail completed passports directly to the passport agent address in Item 13, DD Form 1056.

b. The passport agent receives the completed passports and visas and inspects them for accuracy and completeness.

(1) If no discrepancies are found, documents are secured until official travel is authorized. Only at the time Government-sponsored travel is authorized will the traveler be given his or her passport.

(2) If discrepancies are found, follow the procedures for correction or amendment of passports in Chapter 4, subsection A.2.

D. DISPOSITION

1. Cancellation of Travel

Immediately notify the OPR responsible for application processing (by message or telefax) if travel by a DoD employee or family member is canceled after a passport application is submitted. Give the applicant's name, sponsor's name, if dependents are involved, destination, date and place of passport application. If the passport has been received before cancellation of travel, the passport agent is responsible for maintaining the passport in a secure manner until needed. Review these passports for correctness; then file.

2. Procedures for inquiring into the status of no-fee passports

a. When DD Form 1056 is completed, the suspense control copy, copy 4, enables passport agents to monitor the processing time for all applications. A routine application, with or without a visa request, requires an average of 30-45 days for completion. When passports are not received 21 days before the planned departure date, and there is no known reason for a delay, the passport agent may initiate the following tracer actions:

(1) No more than 21 days before planned departure date, the passport agent may request a status by sending a message to their OPR, with an information copy to: CDR, USASCAF PENTAGON WASH DC//JDHQ-TP//, telefax (DSN) 223-/(CML) (703) 693-3730, or the Regional Passport Agency, as appropriate. Only the processing OPR or USASCAF is authorized to contact DoS Passport Services, Washington, DC or Foreign Embassies regarding the status of passport and visa applications. Status requests should not be generated until 21 days before departure, because many visas cannot be processed until 30 (or fewer) days before the date of arrival in a country. Final processing, therefore, cannot be executed before the 30 (or fewer) day window.

(a) When initiating a tracer through message centers, all the information from items 1, 3, 4, 7, 8, 11, 12, 14, 15, and 17 of DD Form 1056 (this information must be exactly as it appears on the submitted DD Form 1056) and the name and telephone numbers (DSN and commercial) of the passport agent initiating the tracer are mandatory.

(b) When initiating a tracer by telefax, the passport agent should transmit the suspense copy of DD Form 1056.

b. Not more than 15 days before the planned departure date passport agents may make a telephonic inquiry requesting the status of the application by contacting the processing OPR. If an application requires multiple visas, agents should wait for 10 days before the planned departure date before making a telephonic inquiry.

c. Passport agents at selected Army and Air Force installations and/or activities possess limited access to the DoD computer database that provides them an immediate status check on all applications they have submitted for processing.

d. Individual applicants are not authorized to execute tracer actions. All requests for tracers must come from the passport agent of record.

3. If a Passport is Not Received Before Planned Departure Date

a. If it is known that a passport cannot be obtained before the applicant's departure from the losing installation, the passport agent or central port call office must:

(1) Verify the address and telephone number shown in item 10, DD Form 1056.

(2) Ensure the applicant understands that even if family member passports are not received before the established port call date, the DoD employee must depart as scheduled.

(3) Advise the DoD employee and family members that they are not to report to the Aerial Port of Embarkation (APOE) without no-fee passports (and visas, if applicable). They will not be allowed to board the aircraft without a passport and visa, if required.

b. If the passport(s) have not been received by the passport agent by the departure date, the passport agent should contact the responsible OPR. Passport agent should request an immediate inquiry so that travel arrangements may be rescheduled.

4. Lost or Stolen Passports

a. Domestic locations. See DoS Passport Agent's Manual (reference (a)).

b. Overseas areas. Contact the servicing passport center or direct inquiries to the nearest U.S. Embassy or Consulate.

5. Cancellation of Passports

a. All valid no-fee passports, when no longer needed, must be cancelled. To be canceled, these passports must be returned to a DoS Passport Agency or DoS Passport Services. Upon request, the cancelled passport may be returned to the bearer. The bearer may use a cancelled or expired passport to prove U.S. citizenship when applying for a passport in the future.

b. To return passports to the DoS, use a separate DSP Form 19 for each passport and complete as follows:

(1) Bearer's name, mailing address, place of birth, and date of birth.

(2) Passport number and issue date.

(3) Action requested: specific reason passport is being returned. Use comments such as "discharged, cancel and destroy or return," "deceased, cancel and destroy," "retiring, cancel and destroy or return."

(4) When requesting "cancel and return," the bearer must sign the DSP Form 19 and ensure the mailing address is correct. The return of these passports may take several months as this action has the lowest work priority for DoS personnel.

CHAPTER 5

REPORTING REQUIREMENTS

Report of DoD Passport and Passport Agent Services

1. All military passport agents shall furnish to their OPRs, not later than 5 January each year, two copies of their annual report, DD Form 2600. DD Form 2600 shows the total number of passport applications processed by an installation and/or activity, and contains a current roster of all designated passport agents at that location. (See figure 5-1.)

2. DoD Components and/or OPRs shall:

a. Submit to the Executive Agent, not later than 15 January each year, two copies of a consolidated DD Form 2600. OPRs should state their total number of designated passport agents in item 5 and leave item 3 blank. This consolidated report should include the individual reports submitted by each passport office as enclosures.

b. Submit to the Executive Agent, not later than 15 January each year, two copies of an updated roster of all designated passport agents for their component. These rosters shall include the following:

- (1) Full name of installation.
- (2) Complete address (include office designations, building numbers, street address, and post office box, as applicable.)
- (3) Commercial and DSN telephone numbers.
- (4) Full name of designated passport agent(s).
- (5) Date(s) of designation.

3. The DoD Executive Agent will consolidate all reports (DD Form 2600) submitted by DoD Components/OPRs and submit a final report to the DoS. The DoD Executive Agent will also furnish to the DoS current rosters of all designated DoD military passport agents.

CHAPTER 6

REQUIRED FORMS AND PUBLICATIONS

A. REQUIRED DoD FORMS

1. DD Form 1056 is a required form to be submitted by all DoD personnel who apply for a no-fee passport. DD Form 1056 is also required to be submitted by any DoD personnel who requires a visa in order to conduct official travel. See Chapter 2 for the proper use of this form. This Regulation prescribes DD Form 1056. The DoD Executive Agent is the proponent for this form.

2. DD Form 2600, "Report of DoD Passport and Passport Agent Services" is a required form for use by all DoD military passport Agents to report to their OPRs the number of passports processed during the year. DD Form 2600 also shows the number of designated passport agents at each installation and or activity. See Chapter 5 for the proper use of this form. This regulation prescribes DD Form 2600. The DoD Executive Agent is the proponent for this form.

B. REQUIRED DoS FORMS (DSP FORMS)

1. The Department of State forms listed below are authorized by the DoS Passport Agent's Manual (reference(a)) and are prescribed by this Regulation for use by all DoD Components. Military passport agents will use these forms to fulfill DoS information requirements needed for processing passports and passport applications. Detailed explanation on the purpose and use of each of these forms is provided in reference (a) as well as on the reverse of some of the forms.

- a. Form DSP 10A, "Birth Affidavit"
- b. Form DSP 11, "Passport Application"
- c. Form DSP 19, "Passport Amendment/Validation Application"
- d. Form DSP 60, "Affidavit Regarding Change of Name"
- e. Form DSP 64, "Statement Regarding Lost or Stolen Passport"
- f. Form DSP 71, "Affidavit of Identifying Witness"
- g. Form DSP 82, "Application for Passport by Mail"

h. Form DSP 1832, "Passport Application Transmittal"

i. DSP Form M-343, "Notice to Applicant Concerning Birth Records"

2. The DoS shall supply the DoD the necessary stock of DSP Forms. All DoS forms are available through normal publications channels. If additional forms are needed contact the appropriate OPR or DoD Passport and Passport Agent Services Program Coordinator ((703) 695-3446 or write to Commander, USASCAF, Attn: JDHQ-TM, Room 1A872, Pentagon, Washington, DC 20310-3111). Questions concerning DoS forms may be directed to Director, General Services Branch, Bureau of Consular Affairs, 2201 C Street, NW, Washington, DC 20520. In overseas areas, forms may be obtained from U.S. Consular Offices or Embassies.

C. REQUIRED DoD AND DoS PUBLICATIONS

1. The DoS Passport Agents' Manual (reference (a)), should be provided to each DoD military passport agent when he or she is designated. Copies of the DoS Passport Agents' Manuals are available through the passport agent's servicing DoS Regional Passport Agency. To determine the DoS Regional Passport Agency that services your geographical location, consult the appendix of the Passports' Agents Manual or contact USASCAF at (703)697-9620 or DSN 227-9620.

2. The DoD Foreign Clearance Guide (FCG) (reference (b)), is the sole prescribing authority for travel clearance requirements and identification requirements needed for DoD personnel and their family members to enter foreign countries on official business. The FCG is a reference book consisting of a General Information Book, 4 Regional Books, and a classified supplement that encompasses every geographical location of the world. A blue plastic cover binder to store the FCG booklets is also available upon request. The FCG shall be accessible to each DoD military passport agent. See Chapter 1, section G., for the use of the FCG. The FCG is continuously updated by electronic messages (ICN--Interim Change Notice) and by changes (FCCN--Foreign Clearance Change Notices) that are printed on a quarterly basis. FCG is not available through the normal publication distribution channels. To obtain a copy write to: Defense Mapping Agency (DMA) - Combat Support Center, Attn: PMSR/D17, Washington, D.C. 20315-0020. FAX: DSN 287-2498 Commercial (301) 227-2498. Allow 4 weeks for delivery. Requests must:

a. Be in writing, on official letterhead.

b. Specify the initial issuance and automatic

distribution of the general information and all regional booklets. Also, state whether the classified supplement is being requested. If the classified supplement is requested, the availability of proper classified storage must also be stated in the request.

c. State number of copies. Specify whether blue plastic binder is required.

d. State a short justification of the need.

e. Include a DMA account number or a request to open an account.

f. Include the name and telephone number of a point of contact.

g. Provide a complete mailing address of where FCG is to be sent (no personal names).