



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

IMGO-HR

MAR 02 2015

MEMORANDUM FOR All Fort Gordon Personnel

**SUBJECT: Directorate of Human Resources/ Adjutant General's Policy Memorandum
— Fort Gordon's Procedural Guidance for the Issuance of Department of Defense
(DoD) Passports**

1. References.

a. Memorandum, AAHS-ZA, Subject: Updated Guidance for Department of Defense Contractors Working at Passport Acceptance Facilities, 12 Dec 2014.

b. DoD Instruction 1400.25, Vol. 2005 (DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Employment and Placement), March 2012.

c. DoD 1000.21, Passport and Visa Application Procedures, 1 April 1997.

d. Federal and Military Passport Agent's Reference Guide 2013.

2. Purpose. To provide procedural guidance for issuing DoD Official, Diplomatic, and No-Fee passports for official government travel abroad.

3. Applicability. This policy memorandum applies to all organizations and activities operating on Fort Gordon.

4. Background. Reference 1a clarifies passport agent and contractor roles within DoD passport acceptance facilities. All contractor personnel must undergo and receive a favorable adjudication on the appropriate background investigation, designated in accordance with guidance established in reference 1b.

5. Responsibilities.

a. Passport Acceptance Agent will:

(1) Validate that the passport applicant appears in person

(2) Ensure that the applicant presents proper identification and a photo that matches the applicant.

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(3) Fill out the identifying documents section and complete the acceptance agent section of the passport application form.

(4) Administer the oath to the applicant (if applicable)

(5) Witness the signature of the applicant.

(6) Follow procedures, practices and standards detailed in F.M. PARG 2013.

b. Passport Administrative Assistant (Contractor) will:

(1) Review passport and visa applications for correctness

(2) Review applications for validity

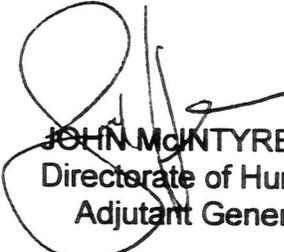
(3) Review and process DD Form 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa).

(4) Follow procedures, practices and standards detailed in F.M. PARG 2013.

6. Procedures. The new procedural guidelines are effective immediately. DoD Passport and Visa Application/Appointment Instruction Sheet are enclosed. Reference 1c, all Expedite passport request requiring less than 30 workdays processing time plus postal delivery time must be accompanied by a memorandum of justification signed by a general officer or SES equivalent. The only exceptions are for applications initiated where no general officer or equivalent exists. In these cases, applications may be signed by the installation commander.

7. Proponent for this policy is the Directorate of Human Resources at (706) 791-2914, (706) 791-3914, or (706) 791-3515.

Encl
as


JOHN MCINTYRE
Directorate of Human Resources/
Adjutant General