



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

(NAME OF UNIT)
(UNIT ADDRESS LINE 1)
(UNIT ADDRESS LINE 2)
APO AE ?????

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR United States Department of State, Special Issuance Agency, 111-19TH Street,
Northwest Washington, DC 20036

SUBJECT: Request for Red/Brown “NO-FEE” Official Passport

1. Request the following named individual(s) listed below be issued a Red/Brown “NO-FEE” Official Passport. Currently the orders to support the military mission for the unit are not available.

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>LAST (4) SSN</u>
DOE	JOHN	9874

2. The Soldier/Military members list above are assigned (Name of Unit). They will be travelling to the following listed countries in support of military operations, training and exercises Non-NATO countries.

NAME OF COUNTRY

- a) Israel
- b) Romania
- c) Jordan
- d) Republic of Georgia

3. Justification for Travel: The (Name of Unit) is responsible for providing immediate critical response and support to humanitarian and disaster mission; training and other military operations with EUCOM AOR and other regions. Respectfully request the passport to be issued no later than (MONTH and YEAR)

4. The point of contact for this memorandum is the (Name of Person) at DSN 314-??-???? or via email: anybody@us.army.mil

FRED FLINTSTONE
CPT, QM
Commanding