



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY HEADQUARTERS SERVICES
9301 CHAPEK ROAD
FORT BELVOIR VA 22060-5527

AAHS-LGT

24 September 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Acceptance Facility Oversight Program (AFO) Requirements for Passport Application Acceptance Facilities (PAAFs) Follow Up

1. References:

a. Draft Memorandum of Understanding (MOU) between the Department of Defense (DoD) and the Department of State (DOS) for Implementation of the DoD Passport Application Acceptance Program (enclosure).

b. Memorandum, subject: Implementation of New Procedures for Passport Application Acceptance Facilities Worldwide, 7 May 12.

2. Recent reports by the U.S. Government Accountability Office (GAO) and DOS Inspector General have underscored the need for stronger DOS oversight of PAAFs thus creating the DOS Acceptance Facility Oversight Program. The AFO is designed to track the performance and procedures of passport issuing facilities in accordance with the Passport Agent Reference Guide to ensure that only those individuals properly authorized to have a passport can in fact obtain one.

3. With the upcoming signing of Reference 1a by the Army, as executive agent for DoD passport services, the changes identified in Reference 1b will take effect in the very near future. This memorandum is designed to give you as much information as soon as possible so you can be prepared for the AFO. Once the MOU is signed by the Army, we will notify you and give you a copy of the document.

4. To echo a few key items listed in the references noted above:

a. The Acceptance Facility Oversight (AFO) Office will give the DoD Executive Agent 90 days notice in advance of inspection and will include a roster of DOS staff who will be conducting the inspection.

b. If the installation passport program is determined to be significantly out of compliance with established DOS procedures for accepting passport applications, the AFO will reinspect that installation between 90 or 180 days after corrective action has been completed by the PAAF.

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c. Commanders are responsible for the discipline of DoD Passport Acceptance Agents found to have committed violations of passport laws or regulations that fall below the threshold for prosecution.

5. We appreciate your understanding and acceptance of the new procedures, which includes an inspection of your passport issuing facility every two years. We must work together to overcome the challenge of this task in order to sharpen our focus on passport statutory requirements, policy, and oversight.

6. The point of contact for passport and visa matters is Mr. Douglas Fravel, Chief, Passport and Visa Division, Logistics Services Washington, 703-545-0454 or douglas.v.fravel.civ@mail.mil.

VR,

STEVEN J. REDMANN
Executive Director

Encl

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