



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-ZA

5 September 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance for Department of Defense Contractors Working at Passport Acceptance Facilities

1. Reference memorandum, AAHS-ZA, 7 May 2012, subject: Removal of All Department of Defense (DoD) Contractors as Passport Acceptance Agents.
2. Reference memorandum highlighted the fact that DoD contractors must be removed as passport acceptance agents. This memorandum provides further clarification on the roles and responsibilities for DoD contractors working in passport acceptance facilities.
 - a. All contractor personnel must have a secret clearance.
 - b. Under no circumstances will a contractor:
 - be assigned as a Passport Acceptance Agent;
 - administer the oath, or
 - execute a passport or visa application.
 - c. Contractor personnel are authorized to perform administrative duties, such as:
 - reviewing passport and visa applications for correctness;
 - reviewing applications for validity, and
 - reviewing and processing DD Form 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa).
3. 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.

Encl


STEVEN J. REDMANN
Executive Director

AAHS-ZA

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