

MESSAGE INSTRUCTIONS:

UNCLASSIFIED

MESSAGE PRECEDENCE:

TO: PRIORITY

CC: ROUTINE

FROM: U.S. ARMY HEADQUARTERS SERVICES, LOGISTICS SERVICES  
WASHINGTON/TRAVEL SERVICES DIVISION, DOD PASSPORT AND VISA OFFICE

TO: ALDODACT

SUBJECT: FURLOUGH IMPACTS ON DOD PASSPORT AND VISA REQUESTS

(BEGIN TEXT)

MONTH DAY, YEAR

1. REFERENCE ALDODACT 3/13 DTG 051414Z APR 13, SUBJECT: INCREASED TIME REQUIRED TO PROCESS DOD PASSPORT AND VISA REQUESTS.

2. THE REFERENCED ALDODACT NOTIFIED DOD TRAVELERS OF THE NEED FOR ADDITIONAL PROCESSING TIME TO ENSURE RECEIPT OF TRAVEL DOCUMENTS ON TIME. DUE TO THE IMPENDING FURLOUGH, THE DOD PASSPORT AND VISA OFFICE WILL HAVE REDUCED STAFFING BETWEEN 8 JULY AND 30 SEPTEMBER 2013. THE OFFICE WILL MINIMIZE THE IMPACTS OF THE FURLOUGH ON TRAVELERS BY CURTAILING ACTIVITIES ONLY ON FRIDAYS DURING THE FURLOUGH PERIOD. FULL SERVICE SUPPORT WILL BE AVAILABLE MON-THURS.

3. PASSPORT/VISA AGENTS ARE ENCOURAGED TO ENSURE VISA REQUESTS ARE SUBMITTED WITH AMPLE TIME FOR PROCESSING THROUGH THE REQUIRED EMBASSY. THE SUMMER MONTHS ARE THE PRIME TRAVEL SEASON AND MANY EMBASSIES EXPERIENCE A HIGH VOLUME OF REQUESTS DURING THIS TIME. AGENTS AND TRAVELERS ARE REMINDED THAT DIRECT CONTACT WITH AN EMBASSY IS PROHIBITED WITHOUT PRIOR APPROVAL OF THE DIRECTOR, DOD PASSPORT AND VISA OFFICE.

2. THE DOD PASSPORT AND VISA OFFICE RECENTLY RELOCATED FROM CRYSTAL CITY (2530 CRYSTAL DRIVE, ARLINGTON, VA 22202) TO FORT BELVOIR (9301 CHAPEK DRIVE, BLDG. 1458, FORT BELVOIR, VA 22060). TO MAXIMIZE PROCESSING TIME, SEND YOUR VISA APPLICATIONS DIRECTLY TO THE FOLLOWING ADDRESS:

LOGISTICS SERVICES WASHINGTON/TRAVEL SERVICES DIVISION  
9301 CHAPEK ROAD, BLDG. 1458  
FORT BELVOIR, VA 22060

3. IF YOU REQUIRE ADDITIONAL INFORMATION OR ASSISTANCE, PLEASE  
CONTACT THE CUSTOMER SERVICE BRANCH AT (703) 545-0003/0004 OR EMAIL AT  
USARMY.PENTAGON.HQDA.MBX.LSW-PASSPORT-VISA-CUSTOMER-  
SERVICE@MAIL.MIL.

(END TEXT)