



**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

7 May 2012

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Removal of All Department of Defense (DoD) Contractors as Passport Acceptance Agents**

1. Reference 22 Code of Federal Regulations (CFR), Part 51 (Passports), current as of 1 April 2012.
2. By the end of fiscal year 2012, all DoD contractors working as passport acceptance agents must be removed from passport acceptance duties. Under no circumstances will a contractor be assigned as a passport acceptance agent.
3. 22 CFR 51.22(c) lists qualifications required for the Department of State to designate a person to serve as a passport acceptance agent, stating that the person must be a "permanent employee, excluding ad hoc, contractual, and volunteer employees." No exceptions will be granted.
4. The Department of State and DoD will no longer train contractors as passport acceptance agents. All contractors serving as passport acceptance agents must be removed from these duties and replaced by DoD civilian or military personnel by the end of fiscal year 2012. The Department of State and the DoD will train the replacement civilian and military personnel.
5. The point of contact for this memorandum is Mr. Roger D. Combs, Deputy Director, Headquarters, Department of the Army, Logistics Services Washington Directorate, 703-545-1163 or roger.d.combs.civ@mail.mil.

  
STEVEN J. REDMANN  
Executive Director

**DISTRIBUTION:**

Commanders

U.S. Army Network Enterprise Technology Command/9<sup>th</sup> Signal Command  
(Army) (NETC-CG)

(CONT)

AAHS-ZA

SUBJECT: Removal of All Department of Defense (DoD) Contractors as Passport Acceptance Agents

DISTRIBUTION: (CONT)

U.S. Army Medical Command (HSCG)  
U.S. Army Intelligence and Security Command (DAMI-ZA)  
U.S. Army Criminal Investigation Command (CICG-ZA)  
U.S. Army Corps of Engineers (CECG)  
U.S. Army Military District of Washington (ANCG)  
U.S. Army Test and Evaluation Command (CSTE-CG)  
U.S. Army Installation Management Command (IMLO)  
U.S. Army Reserve Command (OCAR-ZX)  
Air Combat Command (ACC/A4)  
Pacific Air Forces (PACAF/A4)  
United States Air Forces in Europe (USAFE/A4)  
Air Force Special Operations Command (AFSOC/A4)  
Air Education and Training Command (AETC/A4)  
Air Mobility Command (AMC/A4)  
Air Force Global Strike Command (AFGSC/A4)  
Air Force Materiel Command (AFMC/A4)  
Air Force Reserve Command (AFRC/A4)  
Air Force Space Command (AFSPC/A4)  
Superintendent, United States Military Academy (MASP)  
Director  
U.S. Army Acquisition Support Center (SFAE)  
Defense Threat Reduction Agency (DIR)  
Defense Intelligence Agency (CE)  
National Geospatial-Intelligence Agency (NGA-D)  
Transportation Director, Department of the Navy (Ms. Bustanoby)  
Branch Head, Security Programs and Information Management Branch,  
Department of the Navy (Mr. Oliver)