



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY HEADQUARTERS SERVICES
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AAHS-ZA

12 DEC 2014

MEMORANDUM FOR SEE DISTRIBUTION

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

1. References:

a. Memorandum, AAHS-ZA, subject: Removal of All Department of Defense (DoD) Contractors Working at Passport Acceptance Facilities, 7 May 2012 (hereby superseded).

b. Memorandum, AAHS-ZA, subject: Guidance for Department of Defense (DoD) Contractors Working at Passport Acceptance Facilities, 17 May 2013 (hereby superseded).

c. DoD Instruction 1400.25, Vol. 2005 (DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Employment and Placement), March 2012.

2. This memorandum reissues the guidance in references 1a and 1b with updated point of contact information.

3. Reference 1b clarifies contractor roles within DoD passport acceptance facilities. To reiterate:

a. All contractor personnel must undergo and receive a favorable adjudication on the appropriate background investigation, designated in accordance with guidance established in reference 1c.

b. Under no circumstances will a contractor:

- (1) be assigned as a Passport Acceptance Agent,
- (2) administer the oath, or
- (3) execute a passport or visa application.

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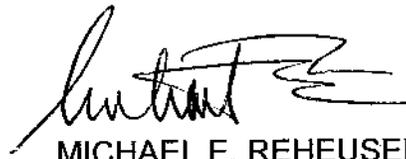
c. Contractor personnel are authorized to perform administrative duties, such as:

(1) reviewing passport and visa applications for correctness,

(2) reviewing applications for validity, and

(3) reviewing and processing DD Form 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa).

4. The point of contact for DoD passport matters is Ms. Toye Y. Latimore, Director, Logistics Services Washington, 703-614-3767 or toye.y.latimore.civ@mail.mil.



MICHAEL E. REHEUSER
Executive Director

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