



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY OPERATIONAL SUPPORT AIRLIFT AGENCY
6970 BRITTEN DRIVE, SUITE 201
FORT BELVOIR VA 22060-5133

ARNG-OSA-OC

15 July 2011

MEMORANDUM FOR Record

SUBJECT: Passport Application Procedures

1. All OSAA military personnel are required to apply for and keep a valid no-fee official passport. If you do not have an official military passport, you must provide proof of U.S. citizenship in the form of a certified birth record (i.e. birth certificate), U.S. issued passport or naturalization certificate. All proof of citizenship must bear an impressed, embossed, multi-colored or raised seal. Official passports are valid for five years.
2. First time or new applicants need to have a DS-11 (new applicants) completed online and printed out (**do not sign**) have their applications authorized by local government official called Acceptance Agents (AA). Bring all of the documents listed below to a local Passport Acceptance Facility and **notify the agent you are using an expediting service to "hand carry"** your application. As stated, please present all of the below listed items to the Acceptance Agent for approval. You will then sign the passport application form in the presence of the Acceptance Agent who will witness your signature and select the following items to place in an envelope:
 - Application Form DS-11
 - Two passport photos (in color & civilian clothes)
 - Proof of citizenship (birth certificate, naturalization, civilian passport)
 - Proof of Identity (Bring original and copy, front and back, of your Military ID & driver license)
 - DD Form 1056 (Will be filled by the AA)

After your documents are verified and signed the AA will seal the documents in an envelope marked **"To be opened by U.S. Passport Office only"**. Do not open this sealed envelope or the application will be invalid. Send the envelope to the OSAA address. (Preferable Priority mail or higher). Make sure the agent returns the sealed envelope to you. If the agent does not feel at ease about releasing the envelope, suggest that he/she refer to page 31 or 44 to their Passport Agent's Manual, "Hand-carrying of Executed Applications". The envelope must be delivered to OSAA within 5 business days of the date the application is sealed.

3. Renewal applicants will need to fill out the DS-82 form online, printed out and **signed**, submit current or expired passport (less than 15 year from issue day) for renewal along with two passport photos and a copy of their military id and driver's license front and back. Send the envelope with the entire document to the OSAA address. (Preferable Priority mail or higher).

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4. Please forward or hand-carry passport application packets to:

U.S. Army Operational Support Airlift Agency
Attn: S-3 Passport PTMS
6970 Britten Drive, Suite 201
Fort Belvoir, VA 22060

5. Passport processing is normally 4 to 6 weeks another 2 to 3 weeks for visas. Once processing is complete, the passport agent will forward passports to applicant will the entire document submitted.

6. The POC for this matter is the S-3 Plans, Training and Mobilization branch at 703-806-7203/7214.



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MAJ, AV
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