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PERSONNEL

PASSPORTS AND VISAS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, and prescribes procedures for AMC or AMC-gained USAF Reserve (USAFR) and Air National Guard (ANG) activities to obtain, control, and keep official passports current and how to obtain official visas. Authority to issue is coordination on AF Form 673 by HQ USAF/DPLP. This instruction requires maintaining information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013, Secretary of the Air Force; powers and duties; delegation by, and E.O. 9397. System of records notice F035 AF MP C, Military Personnel Records System, applies.

SUMMARY OF REVISIONS

Revision aligns this publication with the new Air Force numbering system and updates various office symbols and their addresses. Air mobility operations groups and air mobility support groups/squadrons were added for authorization of passports and visas.

1. General

- 1.1. This instruction applies to personnel identified in attachment 1. See applicable procedures in Tables 1 through 5.
- 1.2. Procurement of passports for PCS, personal travel, and for representatives of industry is not governed by this publication.
- 1.3. The use of official passports for personal travel is prohibited. As an exception, personnel who hold an official passport and are on permanent assignment outside the CONUS may use it for incidental personal travel unless prohibited by the country concerned.

1.4. The 89th Aerial Port Squadron Passport and Visa Office (89 APS/TROPP) is designated the primary liaison between the US Department of State, HQ AMC, and AMC-gained USAFR and ANG activities which obtain passports and visas under the terms of this regulation.

1.5. Unit passport clerks (UPM) and passport agents (PA) will familiarize themselves with contents of both this regulation and DoDR 1000.21-R.

1.6. For guidance on expeditious requests for passports, see attachment 2.

2. Loss, Destruction, Mutilation, or Detention of Valid Passports. Report such occurrences immediately to US Passport Office, Department of State, Washington DC 20524-0001, or the nearest US Embassy/Consulate.

3. Key Points in completing Form DSP-11, Passport Application:

3.1. The application must be executed personally by the applicant before a Military Personnel Flight (MPF)/Civilian Personnel Flight (CPF) PA; a clerk of a state or federal court authorized to naturalize aliens; a Department of State PA. UPMs are not included among those authorized.

3.2. Proof of Identity. Proof of identity may be based on either personal knowledge of the applicant (a period of no less than 2 years) or any document containing the applicant's signature; and either a physical description or photograph of the applicant, such as government/military ID card, previous US passport, certificate of naturalization, certificate of citizenship, etc. The statement "Personal knowledge of applicant" or type of document must be entered on Form DSP-11.

3.3. Proof of Citizenship. Personnel born outside the United States who have never had a passport must submit INS Form N-550, Certificate of Naturalization. **NOTE:** It is illegal to copy an INS Form N-550 per criminal code 18 U.S.C. 1426(b). All others must submit one of the following documents as primary evidence of US citizenship:

3.3.1. Previously issued passports, if applicable. The most recently issued passport should be submitted. Form DSP-82, Application for Passport by Mail, may be used if the previous passport was issued within the last 12 years and after the 16th birthday.

3.3.2. A copy of the applicant's birth certificate bearing the seal of the state, country, or local registrar of birth records. Notarized copies of birth certificates and hospital birth certificates, in any form, are never acceptable for passport purposes. Certificates of birth registration are sometimes acceptable, providing they bear a raised seal and a file date within 1 year of the applicant's date of birth.

3.4. Required Photographs. Two identical photos of the applicant in civilian clothing, taken in the past 6 months, must accompany the application. See Passport Agent's Manual for additional details.

3.5. Mailing of Passport. Send to 89 APS/TROPP, 1245 Arnold Avenue, Andrews AFB MD 20331-7004.

3.6. Occupation. If the applicant is military, enter grade and branch of service; if civilian, enter position title and grade.

3.7. Proposed Travel Plans:

3.7.1. Countries: Enter "All AMC International Route Stops."

3.7.2. Departure Date: Enter "As scheduled."

3.7.3. Length of Stay: Enter "As scheduled."

3.8. Assembling Passport Applications. See Passport Agent's Manual for additional details.

4. Returning Official Passports to Department of State. To preclude requesting new official passports to replace those returned to Department of State, the following procedures will apply:

4.1. If the member is assigned to duties no longer requiring a passport, but there is a possibility of returning to such duties, the UPM or PA will retain passport.

4.2. If a member is reassigned, the member will hand-carry passport to gaining base.

4.3. Return only those passports that are no longer required for performance of duty. Complete Form DSP-19, Passport Amendment/Validation Application, and forward with passport. Form DSP-19 must specify action to be taken by Department of State.

	A	B	C	D
R U L E	If your unit is	and	then	and follows the procedures in
1	in the CONUS, Alaska, Hawaii, or US possession/territory	the MPF/CPF are AMC operated (Note 1)	appoint a UPM in writing (Note 2)	Table 2
2		the MPF/CPF are not AMC operated (Note 1)	appoint a UPM in writing (Note 2)	Table 3
3		not near any MPF/CPF	select a responsible SSgt or above, GS-4 or above, and request the person be designated as a unit PA in accordance with DODR 1000.21-R (Note 2)	Table 4
4	located on Andrews AFB	not applicable	appoint a UPM in writing to control passports once received and submit a copy to 89 APS/Passport and Visa Office (Note 2)	the 89 APS/Passport and Visa office

Table 1. Procedural Guide for Obtaining Official Passports				
	A	B	C	D
5	overseas	the MPF/CPF are AMC operated on or near a non-AMC MPF/CPF		Table 3
6		not near any MPF/CPF		the nearest US Embassy or Consulate

NOTES:

1. AMC-gained USAFR/ANG MPFs will comply with Table 4 if active host base MPF agrees to provide services; otherwise follow procedures in Table 2.
2. Personnel on active flying status will not be appointed UPMs or unit PAs.

Table 2. Procedures at AMC and AMC-Gained USAFR/ANG MPFs			
	A	B	
S T E P	Who	What	
	1	Commander (Note 1)	Determines if member requires an official passport (see Attachment 1)
	2		Signs and furnishes member a letter stating a passport is required and name of country which requires passport.
	3		Instructs member to report to UPM.
	4	Member	Reports to UPM with commander's letter.
	5	UPM	Takes commander's letter and tells member what supporting documents are needed after verifying with the MPF/CPF PA that member is not traveling to a high threat area (Note 4).
	6	Member	Obtains required documents and reports back to UPM.
	7	UPM	Ensures member has all required supporting documents, returns commander's letter to member, and instructs member to report to MPF/CPF.
	8	MPF/CPF PA	Assists member in completing the passport application (Form DSP-11 or Form DSP-82) properly.
9		Prepares DD Form 1056 and mails copies 1,2,3, and 5 together with completed application and supporting documents to 89 APS/Passport and Visa Office, Andrews AFB MD 20331-6320 (Note 2).	

	A	B
10		Holds commander's letter and copy 4 of DD Form 1056 in suspense pending receipt of passport.
11	89 APS/Passport and Visa Office	Obtains request for passports and mails to MPF or CPF PA.
12	MPF/CPF PA	Annotates reverse of suspense copy of DD Form 1056 with passport number and expiration date. Contacts UPM who picks up and accounts for passport on reverse of DD Form 1056; staples this copy of DD Form 1056 and commander's letter together and files (Note 3).

NOTES:

1. At wing level and above, heads of staff agencies may perform these functions and appoint UPMs.
2. DD Form 1056, Authorization to Apply for a "No Fee" Passport and/or Request for Visa, will be completed in accordance with DoDR 1000.21-R.
3. Report any discrepancies on passports to 89 APS/Passport and Visa Office, DSN 858-6312.
4. Personnel traveling to/through these areas will be briefed by MPF/CPF PA on passport procedures.

	A	B
S T E P	Who	What
1-6	Same as Table 2 (Note 1)	Same as Table 2.
7	MPF/CPF PA	Assists member in properly completing the passport application (Form DSP-11 and Form DSP-82).
8		Completes DD Form 1056 and gives to member. Returns completed application, supporting documents, and commander's letter to member with instructions to deliver them to member's UPM (Note 1).
9	UPM	Mails copies 1, 2, 3, and 5 of DD Form 1056 together with completed application and supporting documents to 89 APS/Passport and Visa Office, Andrews AFB MD 20331-6320.
10		Holds commander's letter and copy 4 of DD Form 1056 in suspense pending receipt of passport.
11	89 APS/Passport and Visa Office	Obtains requested passport and mails to UPM.

	A	B
12	UPM	Annotates reverse of suspense copy of DD Form 1056 with passport number and expiration date. Staples it to commander's letter and files both with other passport records (Note 2).

NOTES:

1. DD Form 1056, Authorization to Apply for a "No Fee" Passport and/or Request for Visa, will be completed in accordance with DoDR 1000.21-R.
2. Report any discrepancies on passports to 89 APS/Passport and Visa Office, DSN 858-6312.

	A	B	
S T E P	Who	What	
	1-2	Commander	Same as Table 2.
	3		Instructs member to report to PA.
	4	Member	Reports to PA with commander's letter.
	5	PA	Tells member what supporting documents are needed.
	6	Member	Obtains required supporting documents and returns to PA.
	7	PA	Completes DD Form 1056 and assists member in properly completing the passport application (Form DSP-11 or Form DSP-82).
	8		Mails copies 1, 2, 3, and 5 of DD Form 1056 with completed application and supporting documents to 89 APS/Passport and Visa Office, Andrews AFB MD 20331-6320.
	9		Holds commander's authorization and copy 4 of DD Form 1056 in suspense pending receipt of passport.
	10	89 APS/Passport and Visa Office	Obtains requested passport and mails to PA.
	11	PA	Annotates reverse of suspense copy DD Form 1056 with passport number and expiration date. Staples it to commander's letter and files both with other passport records. Reports any discrepancies on passport to 89 APS.

Table 5. UPM/PA Controls and Passport Current Procedures	
S T E P	REQUIRED ACTIONS AND PROCEDURES
1	Contacts member, has member sign passport after verifying that data is correct, and returns supporting documents to member.
2	Establishes an appropriate passport renewal suspense file which will include the member's name, passport number, and expiration date of passport. Data may be maintained in any manner approved by the unit commander; for example, AMC Form 74, Passport Receipt, data card received with official passport, card file, roster, etc. When appropriate, the passport expiration date included in the AMC aircrew resources management system suffices as a source document for that data. If requested by member, prepares and signs AMC Form 74 and gives to the member as a record of member's passport.
3	Reviews passport renewal suspense file monthly, consults commander on whether members whose passports expire within the next 6 months should get a new one, and ensures identified members promptly apply.
4	When a passport expires, current duty no longer requires passport, or member transfers/separates, annotates disposition of passport on document used as a suspense file (e.g., passport expired, no longer required, member transferred, etc.) and disposes of document in accordance with AFR 4-20, Vol II, Table 30-2. If member is given passport to hand-carry to next assignment, recover original AMC Form 74 from member, if appropriate, and destroy; then have member sign suspense file document and maintain until member is scheduled to report to new duty station.
5	Secures all passports in a locked cabinet and releases them only when needed for scheduled travel or when otherwise authorized by this directive (Note 2).
6	In consultation with unit commander, establishes a system to control issuance of passports to personnel for normal duty assignments. The control system (signed TDY/flight orders, sign-out log, etc.) must provide a means to ensure prompt return of passports upon completion of TDY.

NOTES:

1. When a member is separated, retired, or assigned duties not requiring a passport, the UPM returns the passport to the MPF/CPF PA for forwarding to 89 APS/Passport and Visa Office or Embassy/Consulate. PAs forward them directly to 89 APS or appropriate embassy/consulate. Form DSP-19 will be completed and returned with the passport.
2. Passports for personnel on flying status may be maintained by the UPM of the unit to which member is attached for flying purposes. If passports for all aircrew members are maintained in one office or section on base, that office or section may be designated the "unit of assignment" for passport purposes.

5. How to Obtain Official Visas.

- 5.1. Units at AMC CONUS bases should follow the procedures in Table 6.
- 5.2. All others obtain the procedures through their host base MPF/CPF PA or appropriate US Embassy/Consulate.

Table 6. Procedures for Obtaining Official Visas		
R U L E	A	B
	Who	What
1	UPM	When determined that a visa is required, have member sign for passport and instruct member to report to the MPF/CPF PA with PHS Form 731, International Certificates of Vaccination.
2	MPF/CPF PA or PA	Reviews USAF Foreign Clearance Guide to determine entrance requirements for countries to be visited.
3		Ensures member has signed personal passport that has at least 6 months' validity remaining and that member's immunization record is current.
4		Instructs member to obtain photographs if required (consult 89 APS/Passport and Visa Office for requirements).
5		Prepares letter of transmittal to include the following information: name of individual, passport number, date of departure, date of arrival, length of stay, and purpose of visit. Mails letter and passport(s) with documents (visa applications/photos, if required) to 89 APS/Passport and Visa Office. Allows an average of 3 working days processing time for each country after receipt by embassies. Embassy operating hours and foreign holidays are major factors and may affect visa processing time.
6	89 APS/Passport and Visa Office	Obtains requested visa(s) from appropriate foreign embassies and returns to the MPF/CPF PA.
7	MPF/CPF PA or PA	Contacts and advises UPM that passport is ready for pickup.

6. Form Prescribed: AMC Form 74, Passport Receipt.

ALVIN C. SCHWEIZER II, Colonel, USAF
Deputy Director of Personnel

Attachment 1**CATEGORIES OF PERSONNEL TO WHOM THIS PUBLICATION APPLIES**

A1.1. The following personnel are authorized official passports:

A1.1.1. All aircrew members and crew chiefs assigned to airlift or service flying units.

A1.1.2. All personnel assigned to air mobility operations groups and personnel assigned to air mobility support groups/squadrons as designated by the commander.

A1.1.3. All aeromedical evacuation crewmembers and all members of aeromedical evacuation command and control elements (aeromedical evacuation control centers, aeromedical evacuation liaison teams, and aeromedical evacuation support teams.)

A1.1.4. Personnel in airlift wings required to support VOLANT BANNER or VOLANT SILVER missions.

A1.1.5. All tanker airlift control element cadre personnel.

A1.1.6. Maintenance personnel whose duties require frequent TDY overseas to perform en route maintenance (recovery or en route support teams). Unit commanders determine which maintainers are eligible for passports. Maintainers eligible for official passports will be designated by the unit commander.

A1.1.7. All aerial port squadron personnel: Not applicable to AMC-gained USAFR personnel, except those designated by unit commander for a specific mobility requirement. Also not applicable to AMC-gained ANG personnel. ANG/MPPUR will advise ANG units on passport policy.

A1.1.8. En route security guards.

A1.1.9. All IG personnel whose normal duties require frequent TDY overseas.

A1.1.10. All AMC combat control forces. Not applicable to AMC-gained ANG personnel. ANG/MPPUR will advise ANG units on passport policy.

A1.2. All other personnel will be issued passports only when they are scheduled for an actual TDY to an overseas location which requires a passport. Commanders should encourage members to maintain documentation necessary for application in the event they are tasked for duty requiring issue of a passport. Passports will not be issued solely for assignment to a mobility position.

Attachment 2

(SAMPLE PASSPORT EXPEDITE LETTER)

MEMORANDUM FOR 89 APS/TROPP

1245 Arnold Avenue
Andrews AFB MD 20331-6320

FROM: . . . /CC

SUBJECT: Request Expedite of Passport

1. Request a passport application be expedited on the following individual(s):

MSgt Robert W. Smith SSAN DOB

2. Individual was notified on 16 Feb 95 that he would be traveling to India and Pakistan to assist in the delivery of cargo and supplies to the US Embassy. MSgt Smith will depart the US on 20 Feb 95 for approximately 10 days.

3. Individual did not have an official passport prior to the notification since his current duties did not require one. (Note: If individual has an official passport and it was not renewed 6 months prior to its expiration, then an explanation is required.)

4. If you have any questions, please contact me at DSN XXX-XXXX.

(Signature, Commander)

(General officer or SES equivalent)

NOTES:

- 1. For each individual requiring an expedite, one original letter per application must be submitted (i.e., 10 applications, 10 letters, no photo copies). Fax copies of letters are not acceptable by the

Department of State. If an application is pending at the Department of State and requires expeditious processing, then a letter must also be forwarded.

2. Letter must be signed by a general officer or SES equivalent. The only authorized exception is a request initiated at installations where no general officer or SES equivalent exists. In those cases, the request may be signed by the installation commander and will contain an explanation indicating the absence of a general officer or SES equivalent signature.