



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
2405 GUN SHED ROAD
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223

AMIM-HRM-P (55-46b2)

31 MAR 21

MEMORANDUM FOR

Mr. Thomas M. Muir, Acting Director, Administration and Management, 1155 Defense Pentagon, Washington, DC 20301
Ms. Kathleen M. Miller, Administrative Assistant to the Secretary of the Army, 105 Army Pentagon, Washington, DC 20310
Mr. Anthony P. Reardon, Administrative Assistant to the Secretary of the Air Force, 720 Air Force Pentagon, Washington, DC 20330
Ms. Gaye L. Evans, Assistant for Administration, Department of the Navy, 2000 Navy Pentagon, Washington, DC 20350

SUBJECT: Processing of Passport and Visa Applications in a COVID-19 Environment

1. I want to provide an update on current measures in place as we continue processing passport and visa applications in a COVID-19 environment.
2. We have received several requests to allow organizations to process passports directly with the Special Issuance Agency (SIA) as was done in the pre-COVID environment. I discussed this matter with the Director, SIA, and she confirmed that the Department of State (DoS) is not ready to resume unrestricted access at this time. The SIA continues to limit access to its front counter/passport application acceptance window.
3. To assist, we collaborated with the DoS to develop a time-phased approach to processing applications for special issuance, or "no fee," passports and visas. These procedures apply to service members, DoD Civilians, and their dependents in connection with permanent changes of station (PCS) and will facilitate our goal to get passports and visas to travelers by the dates needed.
4. As we move into the summer's high PCS rotation cycle, we anticipate a few COVID-related challenges to processing passports and visas. We are posturing for this and anticipate meeting all of your requirements. To ensure passports for the DoD community are processed in a timely manner, only couriers from Passport Services Division (PSD) are authorized to pick-up/deliver passports directly with the SIA. Applicants scheduled to depart in 10 days or less should contact PSD as soon as possible at (703) 545-0003 for assistance.

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5. Updated requirements for European travel:

a. Italy and Germany have recently experienced a rise in positive COVID cases and have implemented significant restrictions for businesses and activities. Foreign Clearance Guide (FCG) personnel confirmed that information posted to the electronic FCG and Ministry of Foreign Affairs websites is the most current. They have agreed to follow up with the US Defense Attaché Office in Berlin for any additional changes/restrictions. If there are changes, they will notify the PSD and updates will be posted to the Passport Matters Website and the electronic FCG. Passport Matters: <https://passportmatters.army.mil/>.

b. Reference travel to Italy: individuals must go to the Ministry of Foreign Affairs website, download the self-declaration form, complete and present it to the airline at time of travel. All of this information can be found on the Passport Matters website which also contains links to the FCG and the Ministry of Foreign Affairs website.

FCG Italy: <https://www.fcg.pentagon.mil/docs/it.cfm>.

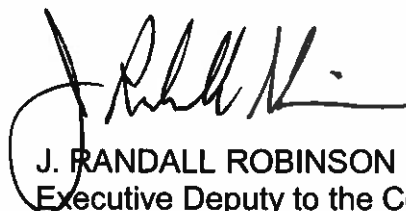
Ministry of Foreign Affairs Italy:

<https://www.esteri.it/mae/en/ministero/normativaonline/decreto-iorestoacasa-domande-frequenti/focus-cittadini-italiani-in-rientro-dall-estero-e-cittadini-stranieri-in-italia.html>

c. Reference travel to Germany: individuals must review the travel restrictions and exemptions found in the FCG and complete the pre-travel registration requirements.

FCG Germany: <https://www.fcg.pentagon.mil/docs/gm.cfm>

6. I hope this is helpful information to disseminate to your teams. Request you continue to relay the importance of submitting passport applications as soon as possible so we can meet your travel timelines. Our staff will maintain coordination with SIA and do everything possible to meet your requirements. If there are any questions, please contact me or Ms. Angela Johnston, Chief, Passport Services Division, Phone: 703-545-0376; E-mail: angela.d.johnston4.civ@mail.mil.



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