DEPARTMENT OF THE NAVY

MEMORANDUM

From: Commanding Officer, Training Squadron T
To: Special Issuance Agency, Expedite Unit

Subj: REQUEST FOR EXPEDITE PROCESSING OF PASSPORT APPLICATION

1. Request for expedite processing for the following passport application:

Name: DOB:

2. will depart OCONUS on for one year and requires the passport by 17 March 2013. Member was notified that he would be traveling to for the purpose of Permanent Duty Station Change.

3. Expedited processing of the request is necessary because our command does not have a passport agent. Additionally, there is no Navy Passport Agent at NAS Corpus Christi, TX. The Passport Agent is currently on a two year active duty recall. Service members are being directed to report to the passport application services office in Corpus Christi, TX for assistance in obtaining no-fee passports.

4. Travel cannot be postponed to a later date because Bupers Orders state a reporting date.

5. Your prompt attention to this request would be greatly appreciated. Direct any questions concerning this request to or email

Acting

Sample Letter of Expedite