



DEPARTMENT OF THE ARMY

HEADQUARTERS, FORT DETRICK  
810 SCHREIDER STREET  
FORT DETRICK, MD 21702-5000

REPLY TO  
ATTENTION OF:

Office Symbol

Current Date

MEMORANDUM THRU Commander, U.S. Army Garrison.  
Personal Property & Travel Services,  
1520 Freedman Drive, Suite 400  
Attn: MCHD-ISS (Linda Lookingbill),  
Fort Detrick, MD 21702-5016

FOR Passport Services, Department of State, ATTN: Army Liaison, (Suite 200),  
1111 19<sup>th</sup> Street, NW, Washington, DC 20036-3603

SUBJECT: Request Letter for Processing of Official Passport and/or Visa

1. Request processing of passport and/or visa for Traveler's Name/Grade/Social Security Number to enable him to carry out the mission of Organization/Unit. Traveler's Name is a Job or Position Title assigned to the Office, Branch or Division, Organization/Unit.
2. Purpose. Traveler's Name will be traveling to Country/Countries from Date of Departure to Date of Return to Purpose. (SHOW PURPOSE/ JUSTIFICATION/ LENGTH OF STAY)
3. For further information or clarification, please contact Point of Contact on DSN: 343-\_\_\_\_\_, or commercial (301) 619-\_\_\_\_\_.
4. Thank you for your cooperation.

FOR THE COMMANDER:

SIGNATURE OF COMMANDER OR  
TRAVEL APPROVING OFFICIAL