



REPLY TO
ATTENTION OF

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

SCJ...

<<Date>>

MEMORANDUM FOR SPECIAL ISSUANCE AGENCY (SIA), PASSPORT SERVICES,
STATE DEPARTMENT THRU ARMY GARRISON – MIAMI

SUBJECT: Expedited Request for Official Passport

1. Request you expedite the process of an official passport application for <<**Rank/Name, rank**>>, <<**SSN**>> submitted on <<**Date**>>.
2. <<**Justification for expedite request**>> (Please Explain the reason to expedite this request).
3. Member is tentatively scheduled to travel to <<**Country**>> on <<**Date**>>, pending receipt of the official passport. We appreciate your continued assistance.

<<**Name**>>
BG, USA
Director, SCJ...

*****IMPORTANT NOTE*****

Memo must be signed only by a General Officer, SES Civilian (GS-14) or above.