



UNCLASSIFIED  
HEADQUARTERS  
UNITED STATES AFRICA COMMAND  
UNIT 29951  
APO AE 09751-9951

J5

31 August 2020

MEMORANDUM FOR Department of State Passport Services, Special Issuance Agency Official Travel Branch

SUBJECT: Request to expedite Passport and Visa for **(Rank Name)**

1. **(Rank Name)** will serve an **(unaccompanied/accompanied)** tour of duty with the Office of Security Cooperation at U.S Embassy **(Country)** for a period of **(#)** months.
2. This request is being made in lieu of **(Rank Name)** Military Personnel Division requirements, since he has to obtain country visa prior to departure from the United States.
3. The following information is provided: **(For service member and dependents):**

Last/First/Middle Initial

Date of Birth

Social Security

4. **(Rank Name)** will arrive in **(Country)** on or about **(Report Date)** where he will serve under the Chief of Mission Authority.

5. Point of contact is CW4 Benjamin T. Weeks via email at [africom.stuttgart.acj5.list.j50-dsd-admin@mail.mil](mailto:africom.stuttgart.acj5.list.j50-dsd-admin@mail.mil).

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