



DEFENSE THREAT REDUCTION AGENCY
AND
UNITED STATES STRATEGIC COMMAND
CENTER FOR COMBATING WEAPONS OF MASS DESTRUCTION
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DTRA/SCC-WMD 1000.21

JAN 13 2011

OP-OSPOP

DTRA/SCC-WMD INSTRUCTION 1000.21

SUBJECT: Passports and Visas

References: (a) DTRA Instruction 1000.21, "Passports and Visas," June 3, 1999 (superseded)
(b) DoD Publication 1000.21R, "DoD Passport and Passport Agent Services Regulation," April 1, 1997
(c) DoD Electronic Foreign Clearance Guide, current edition¹
(d) DoD Directive 1000.21E, "DoD Passport and Passport Agent Services," October 20, 2009

1. PURPOSE. This Instruction supersedes Reference (a) and supplements References (b), (c), and (d). It establishes policy and procedures for passport and visa services provided to Defense Threat Reduction Agency/U.S. Strategic Command Center for Combating WMD (DTRA/SCC-WMD) personnel by the Operations Enterprise, On-Site Inspection Directorate, Operations Support Division, Passport and Visa Management Section (OP-OSPOP) and by DTRA/SCC-WMD Satellite Passport Offices that operate under OP-OSPOP oversight in accordance with this instruction.

2. APPLICABILITY. This Instruction applies to all DTRA/SCC-WMD personnel, personnel from other Government agencies who augment DTRA/SCC-WMD missions, and designated aircrew and contractors requiring official and diplomatic passports and visas for official U.S. Government travel to foreign countries in support of DTRA/SCC-WMD operations.

3. DEFINITION. None.

4. POLICY. Passports issued by the U.S. Government are official U.S. documents and are considered U.S. property at all times.

a. OP-OSPOP is the Agency's sole point of contact for issues pertaining to passport and visa issuance, maintenance, and disposal. OP-OSPOP manages diplomatic/official passports and visas for diplomatic/official passports. Tourist passports and visas are not issued through OP-OSPOP.

b. The use of diplomatic and/or official passports for personal, non-official travel is prohibited. Both are to be used only for official government business. The issuance and use of diplomatic passports is limited to personnel supporting DTRA/SCC-WMD arms control and counter-proliferation activities as approved by the Department of State (DOS) Special Issuance Agency.

¹Available on the Internet to authorized users at <https://www.fcg.pentagon.mil/fcg.cfm>

c. Possession of a diplomatic and/or official passport does not confer diplomatic status, entitlements, or immunity to the bearer. Diplomatic and/or official passports issued through DTRA/SCC-WMD indicate that the bearer is able to receive protection and assistance from the diplomatic and consular offices of the United States while abroad.

d. Visas are obtained and issued in compliance with the requirements governing the country to be visited as prescribed in the Foreign Clearance Guide, Foreign Entry Requirements publications as well as per agreements (e.g., treaties, executive agreements) made with the issuing country.

e. The establishment of DTRA/SCC-WMD Satellite Passport Offices is considered on a case-by-case basis. Before such a location is established, directorates must submit written justification for the requirement to the Chief, Operations Support Division, On-Site Inspection Directorate (OP-OSP). OP-OSP will carefully review all requests and will provide oversight to approved Satellite Passport Offices. If a request is approved, OP-OSPOP will ensure proper procedures are established at the Satellite Passport Office to maintain 100% accountability. These offices will receive a staff assistance visit every two years or more frequently when required.

f. OP-OSPOP and all designated DTRA/SCC-WMD Satellite Passport Offices are responsible for maintaining physical control of all DTRA/SCC-WMD employee and DTRA/SCC-WMD obtained passports when not used for official government business in a secure and locked storage location.

g. Expedited requests for passports are processed for emergencies only. Emergency requests must come from the Deputy Director of the individual's Directorate in the form of a written memo to OP-OSP. The memo must provide a valid mission related justification as to why the passport must be expedited. Expedited requests may not be honored by DOS and are handled on a case-by-case basis. The time required for passport issuance is dependant upon the workload of the DOS Special Issuance Agency at the time of processing.

h. Visa requests cannot be expedited. Each country has its own unique requirements and timelines for processing visas, over which the U.S. Government has no influence. Adequate time must be planned to allow passport and visa processing. Contact OP-OSPOP for current requirements and processing times for any required visa.

i. The passport and visa processing times run consecutively: a valid, signed, passport must be obtained prior to obtaining any necessary visa(s).

j. Questions regarding implementation of this instruction should be addressed to OP-OSPOP.

5. RESPONSIBILITIES.

a. The Passport/Visa Management Section (OP-OSPOP) shall:

(1) Comply with this instruction, the references to this instruction, and any additional DOS and/or DoD issued passport/visa guidance.

(2) Notify appropriate Agency staff offices when passport/visa issuance problems require resolution via; (a) Discussions with U.S. Government interagency representatives outside of regular OP-OSPOP/interagency coordination channels; and/or (b) Correspondence with foreign governments through diplomatic channels. For Agency missions conducted by the Operations Enterprise, On-Site Inspection Directorate, OP-OSPOP shall contact appropriate staff offices within the Arms Control Interagency Liaison Division (OP-OSA) for assistance.

(3) Coordinate formal training with DOS and DoD to ensure all DTRA/SCC-WMD authorized Passport Acceptance Agents are certified in accordance with Reference (b).

(4) Process all required documentation for the issuance, renewal, amendment, and cancellation of diplomatic and official passports.

(5) Process all required documentation for the issuance of visas for personnel assigned to or conducting official business in support of DTRA/SCC-WMD operations.

(6) Create and maintain a Passport Information File (PIF) for each person issued an official/diplomatic passport through DTRA/SCC-WMD. The PIF will contain a copy of passport/visa applications as well as a copy of any current passports/visas. The PIF will also contain the passport(s) when not in use.

(7) Secure PIF's and passports in a locked location when not being used for official travel.

(8) Ensure newly assigned personnel who have obtained diplomatic/official passports through agencies other than DTRA/SCC-WMD, surrender them to OP-OSPOP for accountability and reissue in accordance with these instructions.

(9) Create and maintain personnel records within the Inspection Planning Module (IPM).

(10) Perform an annual audit of all maintained PIFs, passports and visas, reconciling information within IPM.

(11) Conduct Staff Assistance Visits of all DTRA/SCC-WMD Satellite Passport Offices.

(12) Produce identification tags ("dog tags") when needed by travelers.

(13) Ensure that information pertaining to Passport and Visa Operations is accessible via DTRA/SCC-WMD 1 Intranet.

b. DTRA/SCC-WMD Satellite Passport Offices shall:

(1) Comply with this instruction, the references to this instruction, and any additional DOS and/or DoD issued passport/visa guidance.

(2) Be managed by a DoD Certified Passport Acceptance Agent. Certification training will be coordinated with OP-OSPOP.

- (3) Process all required documentation for the issuance, renewal, amendment, and cancellation of diplomatic and official passports.
- (4) Process all required documentation for the issuance of visas for personnel assigned to or conducting official business in support of DTRA/SCC-WMD operations.
- (5) Create and maintain a PIF for each person issued an official/diplomatic passport by their organization. The PIF will contain a copy of passport/visa applications as well as a copy of any current passports/visas. The PIF may also contain the passport(s) when not in use, as determined by the chief of the satellite office's organization.
- (6) Secure PIF's and passports in a locked location when not being used for official travel.
- (7) Maintain an inventory of current passport holders within their organization. At a minimum, inventory will have the following information, obtained from applications and passports: Name, Office, Passport Number, Issue & Expiration Date of Passport, Phone Number, and Location of each passport.
- (8) Maintain a sign-out/in roster for the purpose of tracking passports checked out and into their office.
- (9) Perform an annual audit of PIF's, passports and visas maintained by their organization, with a copy provided to OP-OSPOP.

c. Passport and Visa Applicants shall:

- (1) Establish their identity in accordance with U.S. passport regulations to the DTRA/SCC-WMD authorized Passport Acceptance Agent.
- (2) Submit proper evidence of U.S. Citizenship or birth abroad. Applicants born in the U.S. may submit a previous U.S. passport or certified birth certificate. If a birth certificate is used, it must have a raised seal from the state in which the applicant was born. A certified true copy is acceptable. Applicants born outside the U.S. may submit a previous U.S. Passport, Consular Report of Birth Abroad, Certification of Birth, Certificate of Citizenship, or Naturalization Certificate. If a Naturalization Certificate is used as proof of U.S. Citizenship, the document must be an original.
- (3) Submit passport applications to OP-OSPOP along with a completed/signed DTRA Form 183 – Passport and Visa Transaction Form, no later than eight weeks prior to travel.
- (4) Submit visa applications to OP-OSPOP with a valid and signed official or diplomatic passport along with a completed/signed DTRA Form 183. All visa requests must be made in adequate time to allow for processing.
- (5) Ensure passports are submitted for renewal no later than 60 days prior to expiration.

d. Supervisors, Operations Officers, Mission Leaders, and Team Chiefs shall:

(1) Ensure only the names of individuals possessing valid diplomatic or official passports are identified for travel and/or included on any treaty or executive agreement lists.

(2) Notify individuals identified for travel to include personnel newly added and accepted to treaty or executive agreement lists, of their requirement to immediately contact OP-OSPOP to obtain any required visas.

(3) Ensure group travel list and team folders are reviewed to verify that all passport and visa data is correct no later than 20 business days prior to scheduled departure date.

(4) Treaty mission team chiefs or designated representatives will obtain team folders, containing passports/visas of deploying personnel, within five business days of departure date.

(5) Ensure passports are submitted for renewal no later than 60 days prior to expiration.

(6) Ensure individuals return their passport to OP-OSPOP or their designated DTRA/SCC-WMD Satellite Passport Office within seven days of returning from official travel for proper disposition.

(7) Ensure that personnel requiring “dog tags” for travel contact the OP-OSPOP customer service desk a minimum of two business days prior to travel.

6. PROCEDURES.

a. Passports.

(1) Diplomatic and Official (No-Fee):

(a) The DOS Special Issuance Agency processes no-fee passport requests. A minimum of five weeks is required to process each passport application.

(b) During in-processing, or no later than eight weeks prior to travel, individuals requiring diplomatic or official passports for duties associated with DTRA/SCC-WMD missions and desiring to use OP-OSPOP services shall provide OP-OSPOP with a passport application and proof of citizenship, to include an DTRA Form 183 – Passport and Visa Transaction Form, signed by individual’s Branch Chief indicating the type of passport requested, any treaties, executive agreements, or other official activities the individuals will be assigned to support, and countries to which the individual will travel.

(c) Passports will remain in the possession of the bearer throughout deployment/official travel. No later than seven days after returning from a deployment/official travel, passports will be returned to OP-OSPOP or a designated DTRA/SCC-WMD Satellite Passport Office.

Personnel not based at Headquarters DTRA/SCC-WMD will return their passports by certified mail, express mail or established liaison channels.

(d) Individuals who transition to new assignments and wish to transfer their official passport to their gaining agency must submit a request to OP-OSPOP using the DTRA Form 183, Passport and Visa Transaction Form. Please include on the DTRA Form 183 or separate page, the justification for transfer, along with an effective date, name, and phone number of the gaining agency's point of contact. OP-OSPOP will forward the request to the DOS. The gaining agency must then provide a written request to the DOS Special Issuance Agency to obtain the passport. This process is for official passports only.

(e) Diplomatic passports issued through DTRA/SCC-WMD are not transferrable to another Agency. Per DTRA/SCC-WMD agreement with the DOS, diplomatic passports will be returned to the DOS for cancellation prior to the departure of personnel from the Agency or when no longer needed.

(f) Passports cancelled by the DOS and returned to DTRA/SCC-WMD will be given to the member as keepsake or to use as proof of citizenship for any future passport request.

(2) Tourist (Regular-Fee):

(a) In accordance with References (b) & (d), OP-OSPOP is not authorized to process tourist passports for use during official government travel.

(b) DoD personnel traveling by commercial air on official orders to or from a DOS identified high threat country are authorized, but not required, to obtain and use tourist passports for security reasons. It is the responsibility of individuals exercising this option to obtain tourist passports and any required visas through normal DOS passport and visa processing procedures. OP-OSPOP can provide applications and photographs, if needed. Please see paragraph "C.1.5.2" of Reference (b) for additional information.

(3) Lost or Stolen Passports - Report a lost or stolen valid passport immediately.

(a) Report your valid passport as lost or stolen to OP-OSPOP or a designated DTRA/SCC-WMD Satellite Passport Office immediately. OP-OSPOP or your designated DTRA/SCC-WMD Satellite Passport Office will provide the necessary documentation and instruction to report the passport as lost or stolen to the DOS Special Issuance Agency, and initiate paperwork for the issuance of a new passport, if required.

(b) If the passport is lost or stolen overseas, contact the nearest U.S. Embassy or Consulate. Contact information for U.S. Embassies can be found at the DOS Consular Affairs website; <http://travel.state.gov>. Personnel must also notify OP-OSPOP or their designated DTRA/SCC-WMD Satellite Passport Office upon returning to their duty station, that their valid passport was lost or stolen.

(4) Mutilation and alteration of passports:

Any passport which has been materially changed in physical appearance or composition, or which includes unauthorized changes, obliterations, entries, or photographs may be invalidated. Contact OP-OSPOP or a designated DTRA/SCC-WMD Satellite Passport Office immediately to initiate a request for a new passport.

(5) Passport Data Changes, Corrections, and Errors:

Notify OP-OSPOP or a designated DTRA/SCC-WMD Satellite Passport Office immediately to have data changed or corrected within a passport.

b. Visas. Multiple-Entry and Temporary/Single-Entry.

(1) Contact OP-OSPOP as soon as requirements to travel are known to inquire about current visa requirements and processing times for the country to be visited. With the exception of travel conducted under a treaty or executive agreement, travel requirements and visa processing times can also be found by viewing the Foreign Clearance Guide along with embassy websites. There are no means for expediting visa requests.

(2) Multiple-entry visas are issued to individuals for multiple visits to a country over a specified period. Personnel requesting a multi-entry visa for treaty use must be identified on the appropriate treaty list prior to the submission of any visa applications.

(3) Temporary/single-entry visas are issued for specific purposes and lengths of time.

For Russia: If visiting an entity other than the U.S. Embassy, a Telex number and/or a Letter of Invitation approved by the Russian Ministry of Foreign Affairs are required. For planning purposes, allow 30 business days for processing these types of visas.

(4) Individuals from other agencies performing official business with DTRA/SCC-WMD are authorized to obtain visas through DTRA/SCC-WMD only if the individual's parent organization does not have a passport/visa liaison office. Under Secretary of Defense Officials, Designated Aircrew, and Special Programs personnel are granted a specific exception.

7. EFFECTIVE DATE. This Instruction is effective immediately.

FOR THE DIRECTOR:


ROBERT D. WALK
COL, USA
Chief of Staff, SCC-WMD


Frank J. Grand III
Chief of Staff, DTRA