



# Department of Defense

## DIRECTIVE

**NUMBER** 1000.21E

October 20, 2009

Incorporating Change 3, Effective April 29, 2022

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DA&M

**SUBJECT:** DoD Passport and Passport Agent Services

- References:**
- (a) DoD Directive 1000.21, "DoD Passport and Passport Agent Services," July 9, 1992 (hereby canceled)
  - (b) Part 51 of title 22, Code of Federal Regulations
  - (c) DoD Directive 5101.01, "DoD Executive Agent," February 7, 2022
  - (d) Washington Headquarters Services Memorandum, "Approval of Administrative Changes to Office of the Director of Administration and Management (ODA&M) DoD Issuances, Phase 2," March 21, 2022
  - (e) Public Law 116-283, "William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021," January 1, 2021
  - (f) Deputy Secretary of Defense Memorandum, "Disestablishment of the Chief Management Officer of the DoD and Realignment of Functions and Responsibilities," January 11, 2021
  - (g) Deputy Secretary of Defense Memorandum, "Re-establishment of the Assistant to the Secretary of Defense for Intelligence Oversight and the Director of Administration and Management," January 11, 2021
  - (h) DoD Manual O-1000.21, "Passport and Passport Agent Services," March 6, 2017, as amended
  - (i) DoD Directive 4500.54E, "DoD Foreign Clearance Program (FCP)," December 28, 2009, as amended

1. PURPOSE. This Directive:

a. Reissues Reference (a) to update policy and assign responsibilities for the administration of DoD passport and passport agent services in accordance with Reference (b).

b. Designates the Secretary of the Army as the DoD Executive Agent (EA) for DoD Passport and Passport Agent Services in accordance with Reference (c).

2. APPLICABILITY. This Directive applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the “DoD Components”).

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that:

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

b. DoD employees and eligible family members traveling outside the United States on official travel to a foreign country requiring a U.S. passport pursuant to section 51.3(b) of Reference (b) shall be provided an official U.S. passport, to include visas when required, at no expense to the DoD employees or their family members.

c. DoD passport and passport agent services shall be made available to all DoD employees and family members through designated DoD passport agents.

d. Designated DoD passport agents shall be full-time or permanent part-time DoD employees or members of the Military Services.

e. Designated DoD passport agents shall not accept regular U.S. passport applications unless granted written permission to do so by the Department of State (DoS) and the DoD EA for DoD Passport and Passport Agent Services.

5. RESPONSIBILITIES. See Enclosure 2.

6. RELEASABILITY. Cleared for public release. This Directive is available on the DoD Issuances Web Site at <https://www.esd.whs.mil/DD/>.

7. SUMMARY OF CHANGE 3. This change is administrative and, in accordance with the March 21, 2022 Washington Headquarters Services Memorandum (Reference (d)):

a. Reassigns the Director of Administration, Office of the Deputy Chief Management Officer of the Department of Defense responsibilities and duties to the Director of Administration and Management (DA&M) in accordance with Section 901 of Public Law 116-283 (Reference (e)), which eliminated the position of the Deputy Chief Management Officer of the Department of Defense effective January 1, 2021; and the January 11, 2021 Deputy Secretary

of Defense Memorandums (References (f) and (g)), which implemented Reference (e) and reestablished the DA&M.

b. Updates organizational titles and references for accuracy.

8. EFFECTIVE DATE. This Directive is effective October 20, 2009.



William J. Lynn III  
Deputy Secretary of Defense

Enclosures  
Responsibilities  
Glossary

ENCLOSURE

RESPONSIBILITIES

1. DA&M. The DA&M shall:

- a. Establish and implement DoD-wide policies and procedures pertaining to DoD passport and passport agent services in accordance with sections 51.22(b)(4) and (5) of Reference (b).
- b. Oversee the activities of the DoD EA for DoD Passport and Passport Agent Services.

2. SECRETARY OF THE ARMY. The Secretary of the Army shall:

- a. Act as the DoD EA for DoD Passport and Passport Agent Services.
- b. Exercise program management and oversight of DoD passport and passport agent services.
- c. Refer any passport matters requiring approval or disapproval by the Secretary of Defense or Deputy Secretary of Defense to those officials through the DA&M.
- d. Represent the Department of Defense on all passport matters governed by DoD Manual O-1000.21 (Reference (h)) with DoS and other Executive Branch agencies when required.
- e. Enter into agreements with DoS to ensure DoD compliance with Reference (b) and other DoS policy guidance.
- f. Administer DoD passport and passport agent services and ensure that DoD passport and passport agent services are instituted according to DoS guidelines.
- g. Serve as the DoD point of contact with DoS on policy matters related to DoD passport and passport agent services to ensure that DoD employees and family members receive U.S. passports to meet official travel requirements.
- h. Provide DoS the information required on designated DoD passport agents.
- i. Maintain the names of individuals who will serve as DoD passport and passport agent services points of contact for the DoD Components.
- j. Perform an annual review of DoD passport and passport agent services with DoS and the DoD Components.

k. Develop, pursuant to DoS policies and guidelines and DoD Directive 4500.54E (Reference (i)), a DoD Passport Agent Training Program.

3. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments shall:

a. Designate in writing an office of primary responsibility (OPR) for ensuring compliance with this Directive, Reference (h), and other guidelines issued by the DoD EA for DoD Passport and Passport Agent Services; provide a copy of the appointment letter to the DoD EA.

b. Appoint passport agents according to instructions issued by the DoD EA.

c. Provide annually a representative to jointly review DoD EA intradepartmental policies and procedures supporting DoD passport and passport agent services.

d. Ensure that interdepartmental DoD passport agents perform all services required by DoS and the DoD EA for acceptance of official U.S. passport applications.

e. Notify the DoD EA of any changes in points of contact or OPRs within 30 days of the effective date of the change.

GLOSSARY

DEFINITIONS

These terms and their definitions are for the purpose of this Directive.

DoD employees. Includes civilian employees of the Department of Defense and members of the Military Services.

official travel. Traveling in the discharge of U.S. Government business at Government expense.

passport. An internationally recognized travel document issued under the authority of the Secretary of State attesting to the identity and nationality of the bearer. DoS issues three types of passports:

A regular tourist passport, issued to a citizen of the United States traveling abroad for personal or business reasons.

An official no-fee passport, issued to an official or employee of the U.S. Government traveling abroad in the discharge of official duties.

A diplomatic passport, issued to a foreign service officer, a person in the diplomatic service, or a person having diplomatic status either because of the nature of his or her foreign mission or by reason of the office he or she holds.

passport agent. A person authorized and empowered by the Secretary of State, the DoD EA for DoD Passport and Passport Agent Services, or the Secretaries of the Military Departments to accept passport applications and perform passport services to include administering oaths for passport purposes.

visa. A stamp or impression placed on a page of a valid passport by a foreign embassy or consulate empowered to grant permission, as of the date issued, for the applicant to enter and remain in that country for a specific period of time.