

{DATE}

UNCLASSIFIED
MEMORANDUM

TO: Special Issuance Agency – Official Passport Supervisor

SUBJECT: Request Renewal of an **Official Passport** for direct-hire employee

The Department of Commerce, National Oceanic Atmospheric Administration (NOAA) requests that an official passport be renewed for the following individual:

Name:

Date of Birth:

Federal Pay Plan and Pay Grade:

Type of Appointment: Permanent

Title: Name of Office:

Destination:

Purpose of Travel:

Departure Date:

Estimated Date of Return to U.S. or Length of Stay Abroad:

I have verified that the applicant

- is a direct-hire civil service employee of this department/agency, and
- requires the passport for authorized official travel outside of the United States.

Please contact Chasity Donaldson, Travel Policy Specialist @ Chasity.N.Donaldson@noaa.gov or 301.444.2129, with any questions regarding this request. Your assistance is greatly appreciated.

Chasity Donaldson
Travel Policy Specialist

Enclosure(s):