



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
Office of the Chief Financial Officer  
Finance Office

August 30, 2016

MEMORANDUM FOR: All NOAA Employees

FROM: Kim Darling *Kim Darling*  
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 16-3 (Official Passport Fees)

The purpose of this advisory is to notify travelers of the Department of State's (DOS) new requirement to begin charging for official passports. In the past, DOS did not charge a fee to process official passports for government travel. The DOS will begin charging government agencies a \$110 fee for each official passport they process (renewal and first time) on a quarterly basis using the Intra-Governmental Payment and Collection (IPAC) System. **Please note that the passport application fee will not be charged to the employee directly.**

In order to charge these fees appropriately, effective September 1, 2016, **all** foreign travel packages must be accompanied by the new foreign travel checklist (dated 8/31/16) [http://www.corporateservices.noaa.gov/finance/documents/FT.Checklistnew\\_000.pdf](http://www.corporateservices.noaa.gov/finance/documents/FT.Checklistnew_000.pdf) which now captures the line/staff office Accounting Classification Code Structure (ACCS) information for passport billing purposes. Passport applications that are missing a valid ACCS (project, task, and org) will not be processed and instead will be returned to the travel contact, which could delay or prevent travel. It's important to note that each passport application submitted to the DOS will be charged to your line/staff office **even if the trip does not take place**. In order to prevent excessive passport processing costs, employees who travel abroad frequently should consider requesting a 52 page passport as opposed to the standard 28 page passport.

As a reminder, employees conducting official government travel **are required to travel on an official government passport**. Traveling on a tourist passport is a misrepresentation of the travel purpose and will not be permitted. For further information, please visit our website: <http://www.corporateservices.noaa.gov/finance/documents/FT.Requirementtotravelonanofficialpassport.docx>.

The NOAA Travel Office (NTO) must receive foreign travel packages that require a passport 6 - 8 weeks before the start of travel. Passport applications submitted with less than four (4) weeks lead-time must include an emergency expedite letter signed by the authorizing official on the travel authorization (TA). Additional time is required to process foreign travel packages that require visas. Lead-time requirements for processing visas and passports are dictated by the

embassies and DOS. Most countries require that the passport be valid at least six (6) months or longer beyond the dates of travel. Please visit our website for additional information:  
<http://www.corporateservices.noaa.gov/finance/FT.passport.html>.

The DOS security requirements dictate that upon completion of foreign travel, all official passports must be returned to the NTO for safekeeping in the official passport repository. When not in use, official passports must never be kept at home, in a desk, in a car or any other unsecure area. **Official passports are the property of the Government, and are not the personal property of the traveler.**

For further information or questions concerning this advisory, please contact Chasity Grimm of the NTO on (301) 444-2129.