**MEMORANDUM** **Agency Code: \_\_DOC/NOAA\_\_\_\_\_\_\_\_\_\_\_\_**

**TO:** Special Issuance Agency

**SUBJECT:** Request Issuance of a **Second Official Passport** for a **direct-hire employee of this agency:** [LASTNAME, FIRSTNAME MIDDLENAME]

The Department of Commerce, National Oceanic Atmospheric Administration requests that a special issuance passport be issued for the following individual:

|  |  |
| --- | --- |
| Full Legal Name: | [Last, First Middle] |
| Date of Birth: | [MM/DD/YYYY] |
| Federal Pay Grade: |  |
| Type of Appointment: | **Permanent** |
| Destination:  | [name of country(ies) to which the applicant will travel]\* |
| Departure Date: | [date the applicant will be leaving the U.S.]\* |
| Estimated Return Date:  | [date the applicant will return to the U.S.]\*\*This information is required for all requests, including renewals. If international travel has not yet been scheduled but is part of official duties, provide a best assessment of possible dates. |

Purpose of Travel: [all passport applications (including renewals) require a statement of planned international travel that conveys a clear and convincing job related need.]

Justification for Expedited Service and/or Second Passport: [remove this entire line if not applicable]

I have verified that the applicant is assigned to this Agency, that the applicant requires the passport for authorized official travel outside of the United States, and that the applicant is eligible for a special issuance passport because he/she is:

* A direct-hire civil service employee of this department/agency [i.e., the applicant has been appointed to a federal government position in this department/agency under Title 5 or 38 of the U.S. code, has executed an appointment affidavit, and an SF-50 has been processed adding the applicant to the personnel roles of this department/agency].

Please contact Travel Policy Specialist, Tiffany Gaymon (301) 444-2193, with any questions regarding this request.

 Tiffany Gaymon

 Financial Management Specialist
Enclosure(s):