



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
MOVEMENTS BRANCH, TRANSPORTATION DIVISION DOL
UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228**

REPLY TO
ATTENTION OF:

(YOUR OFFICE LETTERHEAD)

IMKO-ACH-HR (YOUR OFFICE SYMBOL)

01 AUG 2011

MEMORANDUM FOR Transportation Division Passport Acceptance Agent, APO AP 96271

SUBJECT: Service members Missed Passport Appointment

1. The below listed individual(s) request rescheduling of their missed appointment with the Transportation Division Passport Office in order to complete passport application processing.

NAME/RANK: Last Name, First Name SPC/E-4

SSN: 9-9840 (Last 5 of SSN)

2. The Service member has been counseled concerning their missed appointment and will ensure full compliance with keeping future scheduled appointments with the Installation Passport Office.

3. The point of contact of this memorandm is SSG Sergeant @ 753-XXXX. (Your POC)

(Must Be Battalion Commanders Signature Block)
LTC, (Branch)
Commanding