



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
2405 GUN SHED ROAD  
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223

AMIM-HRM-P (55-46b2)

20 MAY 2021

MEMORANDUM FOR

Mr. Thomas M. Muir, Acting Director Administration and Management, 1155 Defense Pentagon, Washington, D.C. 20301

Ms. Kathleen M. Miller, Administrative Assistant to the Secretary of the Army, 105 Army Pentagon, Washington, D.C. 20310

Mr. Anthony P. Reardon, Administrative Assistant to the Secretary of the Air Force, 720 Air Force Pentagon, Washington, D.C. 20330

Ms. Gaye L. Evans, Assistant for Administration, Department of the Navy, 2000 Navy Pentagon, Washington, D.C. 20350

SUBJECT: Updated Entry Requirements for Germany, Japan, South Korea, and Italy

1. References:

a. Secretary of the Army Memorandum, Delegation of Authority for Department of Defense Executive Agent Responsibility for Department of Defense Passport and Passport Agent Services, 13 January 2021

b. Directive 1000.21E (DoD Passport Agent Services), October 20, 2009, incorporating change 2, effective June 21, 2017

2. Germany, Japan, and South Korea previously allowed non-uniformed personnel traveling on official government orders to enter those countries on a "tourist passport" if they had applied for but not yet received a Special Issuance Passport (SIP) prior to their departure date. These countries are no longer granting this exception due to COVID-19 travel restrictions.

3. Military-sponsored Family members, DoD employees, and eligible DoD Family members must now obtain the SIP prior to entering the destination country. Once the SIP passports are completed, the Passport Services Division (PSD) will forward them to a DoD passport acceptance facility in country for the applicant's retrieval.

4. The Italian government is very concerned about child trafficking. The Italian Consulate scrutinizes child passport/visa applications and supporting documentation for accuracy and authenticity, and requires a notarized affidavit signed by both parents. Failure to provide the proper documents will delay visa processing for the entire Family.

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5. To verify travel document requirements, individuals should review the following official websites:

- a. Foreign Clearance Guide: <https://www.fcg.pentagon.mil/fcg.cfm>
- b. Travel.State.Gov: <https://travel.state.gov/content/travel.html>
- c. Passport Matters: <https://passportmatters.army.mil/>

6. My point of contact for this memorandum is Ms. Angela D. Johnston, Chief, Passport Services Division, (571) 232-2936, or [angela.d.johnston4.civ@mail.mil](mailto:angela.d.johnston4.civ@mail.mil).



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