



# NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 030-20

Procedure Update: **PASSPORT PROCESSING DURING COVID-19 PANDEMIC**

Release Date: 06/05/2020

Effective Date: IMMEDIATELY

**BLUF:** The attached Memorandum from the Department of Defense (DOD) provides new guidelines and timelines for Passport and Visa application processing during the COVID-19 Pandemic.

**DISCUSSION:** Department of State (DOS) passport processing facilities have been closed due to force protection measures during the COVID-19 outbreak. With the recent re-openings, new procedures have been provided on processing applications for official (or “no fee”) Passports and Visas. The procedures provided in the memorandum apply to service members, DOD Civilians and their families in connection with permanent change of station (PCS) execution. Also, new guidelines have been provided for Passport and Visa applications for Temporary Duty Travel (TDY) and expedited processing due to extenuating circumstances.

**What this means to you:**

Effective immediately, DOD passport agents will accept Passport and Visa applications within the time-specified parameters described in this memorandum.

**\*\*\*\*Disseminate to all tenant commands under your AOR\*\*\*\***

**POC:**

NPPSC Global Operations

[personnel\\_nppsc.fct@navy.mil](mailto:personnel_nppsc.fct@navy.mil)

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