Request for Records Disposition Authority

Records Schedule Number	DAA-AU-2016-0023
Schedule Status	Approved
Agency or Establishment	Department of the Army
Record Group / Scheduling Group	Army Undifferentiated
Records Schedule applies to	Agency-wide
Schedule Subject	Passport Files - Visa Passport System (VPAS)
Internal agency concurrences will be provided	No

Background Information

DoD Directive 1000.21, DoD Passport and Passport Agent Services, July 9, 1992 provides guidance for administration of Passport and Passport Agent Services. It also provides guidance on the preparation of required documents for the acquisition and control of no-fee passport and/or visas necessary for official travel. It prescribes the use of DD Form 1056, Authorization to Apply for a No-fee Passport and/or request for Visa by all the DoD Components. The Department of State (DOS) forms authorized for use by the DOS Passport Agent's Manual are prescribed by this Regulation for use by all DOD Components. Military passport agents will utilize these forms to fulfill DOS requirements for information needed for processing passports and passport applications. DoD 1000.21-R is canceled. This regulation applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, and the Defense Agencies (DoD Components).

The Directorate of Logistics – Washington (DOL-W) provides logistical management services and support to a diverse customer base. Services include property accountability, passport and visa services, permanent change of station transportation to include household goods (HHG) and Do-It-Yourself (DITY) moves, and oversight of official contract commercial travel services.

Passport and Visa Services is provided by the U.S. Army Headquarters Services, Office of the Administrative Assistant to the Secretary of the Army (OAA). The Passport and Visa Division provides assistance to military personnel, DoD civilians, and their family members traveling on official orders, in obtaining no-fee passports and visas worldwide.

The Logistic Services Washington (LSW) processes passports and visa applications for DoD personnel worldwide, interfaces with foreign embassies to obtain visas for DoD Military Service members, and supports and trains Passport Field Agents worldwide. The main purpose or function of the VPAS is to track and provide real time status on the processing of no-fee passport and visa applications for all military and government civilian personnel and eligible dependent family members. VPAS is used by the LSW, Army Information Technology Agency (ITA) Help Desk Support Team and DoD wide use by certified passport acceptance agents for status information. The VPAS is linked to the Passport Matters Website

Input is collected in paper format on the DD Form 1056 (Authorization to apply for a no-fee passport and/or request a visa) and input into the electronic system. Outputs include Passport Agent Training record and supporting documents, performance reports/metrics to perform work load analyses. The inclusive dates of the records are from 2010 to present

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-AU-2016-0023

Sequence Number	
1	Visa Passport Automated System (VPAS) Master File, RN 55-46d/ACRS 700B/0-6 Disposition Authority Number: DAA-AU-2016-0023-0001

Records Schedule Items

Sequence Number	
1	**Visa Passport Automated System (VPAS) Master File, RN 55-46d/ACRS 700B/0-6**

Disposition Authority Number   DAA-AU-2016-0023-0001

Information relating to passports and visas for military and civilian personnel, including dependents. Included are requests for passports, transmittal letters, receipts for passport, and control cards. System contains sponsor's SSN, date of passport or visa is required, date the passport or visa request received, applicant's full name, applicant's date of birth, sponsor's assignment, application type (no-fee passport, visa, Status of Forces Agreement passport endorsement, or additional pages), sponsor's rank, passport type (no-fee blue, official, diplomatic), personnel type, departure date, major service component, passport expiration date, length of stay/assignment). Activity and Team Performance Reports (number of passports and visas processed, Passport Agent Information (Agent's name, ID, Facility information and address, training documents).

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

Manual Citation	Manual Title
AR 25-400-2	The Army Records Information Management System (ARIMS)

Disposition Instruction

Cutoff Instruction	Keep until record is 2 years old
Retention Period	Destroy immediately after 2 years

Additional Information

GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
02/17/2016	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
07/13/2016	Submit for Concurrence	David Weber	Senior Appraisal Archivisit	National Archives and Records Administration - Records Management Services
07/14/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
07/15/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/18/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist