

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-AU-2016-0023

Status: INACTIVE  
Date Approved: 07/18/2016

## General Information

Agency or Establishment	Department of the Army
Record/Scheduling Group	AU - Army Undifferentiated Scheduling Group
Records Schedule Applies To	Agency-wide
Schedule Subject	Passport Files - Visa Passport System (VPAS)
Additional Schedule Information	<p>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.</p> <p>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).</p> <p>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.</p> <p>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.</p>

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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

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Is There a Classified Version of This Schedule?

No

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Is consultation and coordination with Tribal Governments required?

Predate requirement

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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

Item #	Title	Disposition
0001	Visa Passport Automated System (VPAS) Master File, RN 55-46d/ACRS 700B/0-6	Temporary

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Records Schedule Items

DAA-AU-2016-0023-0001		STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Visa Passport Automated System (VPAS) Master File, RN 55-46d/ACRS 700B/0-6	
Item Description	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).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	AR 25-400-2	
Manual Title	The Army Records Information Management System (ARIMS)	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
<b>DO NOT USE. This item is covered by 2.2.010 Employee management administrative records. / 2.2.090 &amp; 2.2.091 Records related to official passports. on 01/05/2026.</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Keep until record is 2 years old	
Retention Period	Destroy immediately after 2 years	
<b>ADDITIONAL INFORMATION</b>		

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	David Ferriero	07/18/2016