



SECRETARY OF THE ARMY
WASHINGTON

25 AUG 2016

MEMORANDUM FOR ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF
THE ARMY

SUBJECT: Delegation of Authority for Department of Defense Executive Agent
Responsibility for Department of Defense Passports and Passport Agent Services

1. References:

a. Department of Defense (DoD) Directive 5101.1 (DoD Executive Agent),
September 3, 2002, Incorporating Change 1, May 9, 2003, and Certified Current as of
November 21, 2003.

b. DoD Directive 1000.21E (DoD Passport and Passport Agent Services),
October 20, 2009, Incorporating Change 1, June 12, 2012.

c. Army Directive 2016-11 (Department of Defense Executive Agent
Responsibilities Assigned to the Secretary of the Army), 16 March 2016.

2. Pursuant to paragraph 4.3 of reference 1a, I delegate to you the authority to act on
my behalf for all DoD Executive Agent responsibilities, functions, and authorities
assigned to me in reference 1b.

3. Unless expressly prohibited by law, directive, regulation, or policy, you may further
delegate your authority to act on my behalf as the DoD Executive Agent for DoD
passport and passport agent services to a general officer or member of the Senior
Executive Service. Should you choose to do so, you may restrict or condition that
delegation. Any further delegation of authority will not be effective unless it is in writing,
determined to be legally sufficient upon review by the Office of the General Counsel in
coordination with the Office of The Judge Advocate General, signed by you, and
archived by your office as the focal point for DoD Executive Agent matters.
Notwithstanding any further delegation, I will hold you responsible for any and all
actions taken pursuant to this delegation of authority.

4. Although not a limitation of your authority to act on my behalf as the DoD Executive
Agent, in those cases where a proposed decision represents a change in precedent or
policy; is of significant White House, congressional, DoD, or public interest; or has been,
or should be, of interest or concern to me for any reason, you will coordinate and brief
me before the decision unless the exigencies of the situation prevent a briefing.

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5. This delegation is effective immediately. Your office will initiate a review of the delegation every 3 years from the date of this memorandum to ensure that the delegation is current.


Eric K. Fanning

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