



**REQUIRED AUTHORIZED ORGANIZATION CHECKLIST**

**SPONSOR MUST COMPLETELY FILL OUT BELOW CHECKLIST PRIOR TO TURNING IN**

<b><u>ITEM NUMBER</u></b>	<b><u>ITEM</u></b>	<b><u>INITIALS</u></b>
#1	<b>JB2 Form 0180 (Dated 01 May 2020)</b>	
#1A	<b>From Block</b> (Organizations POC name and Address)	
#1B	<b>Duration of Request</b>	
#1C	<b>Days/Hours Required</b>	
#1D	<b>Location</b> (Which Area of Base e.g. Main Base, NCTAMS, Makalapa)	
#1E	<b>Members Information</b>	
#1F	<b>Requestor Name/Signature</b> (Digital or Wet)/Date/Phone/Email (Same as visitor or company POC)	
#1G	<b>Sponsor Name/Signature</b> (Digital or Wet)/Date/Phone/Email (Must be same as Sponsor listed on SECNAV Form 5512)	
	<b>Approved Org/Sponsor Signature Letter on File with Pass and ID</b> **If a Sponsor Letter is not on file, ALL Applications over 30 Days will require Command Signature (Digital or Wet)**	
#2		
#3	<b>SECNAV Form 5512 (Dated April 2014)</b>	

**BELOW LISTED INFORMATION IS FOR PASS & ID (PID) USE ONLY**

1. REQUEST RECEIVED BY - Rank & Name (Last, First): \_\_\_\_\_ / Date: \_\_\_\_\_

<b>2. PID CLERK SYSTEM VERIFICATION</b>	<b>Clerk Initials</b>
National Crime Information Center (NCIC) Background & Sex Offender Registry (SOR) Check:	
Barment Check:	
PID Clerk Name (Last, First): _____	Date: _____

3. NCOIC Review:  
(Rank/Name) \_\_\_\_\_ / Date \_\_\_\_\_ Recommend: Approved / Disapproved

4. JB21/Superintendent Review:  
(Rank/Name) \_\_\_\_\_ / Date \_\_\_\_\_ Recommend: Approved / Disapproved

5. JB2 Approval/Disapproval:  
(Rank/Name) \_\_\_\_\_ / Date \_\_\_\_\_ Recommend: Approved / Disapproved

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

**Checklist Current as of 01 May 2020 (all others obsolete/invalid)**

\*\*\*Privacy Act of 1974 as Amended Applies - This Document May Contain "For Official Use Only" (FOUO) and/or Privacy Act Information Which Must Be Protected IAW DOD 5400.11R.\*\*\*