



JOINT BASE PEARL HARBOR-HICKAM, HAWAII

REQUIRED NEW HIRE (30-DAYS MAXIMUM) CHECKLIST

SPONSOR MUST COMPLETELY FILL OUT BELOW CHECKLIST PRIOR TO TURNING IN

| <u>ITEM NUMBER</u> | <u>ITEM</u> | <u>INITIALS</u> |
|---------------------------|--|------------------------|
| #1 | JB2 Form 0180 (Dated 01 May 2020) | |
| #1A | From Block (Organizations POC name and Address) | |
| #1B | Duration of Request (30 Days Maximum) | |
| #1C | Days/Hours Required | |
| #1D | Location (Which Area of Base e.g. Main Base, NCTAMS, Makalapa) | |
| #1E | Members Information | |
| #1F | Requestor Name/Signature (Digital or Wet)/Date/Phone/Email (Same as visitor or company POC) | |
| #1G | Sponsor Name/Signature (Digital or Wet)/Date/Phone/Email (Must be same as Sponsor listed on SECNAV Form 5512) | |
| #2 | Approved Org/Sponsor Signature Letter on File with Pass and ID **If a Sponsor Letter is not on file, a Sponsorship Letter must be approved and signed before submitting any 0-180 Applications** | |
| #3 | SECNAV Form 5512 (Dated April 2014) | |

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

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

| 2. PID CLERK SYSTEM VERIFICATION | Clerk Initials |
|---|----------------|
| 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)

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