

SUMMARY SHEET FOR VISITOR PASS REQUESTS TO ACCESS JOINT BASE PEARL HARBOR-HICKAM PROPERTIES

1. All information must be typed; Last Name, First Name, MI, to match individual submitted SECNAV 5512-1
2. The only information that can be written is date and signatures, digital signatures are accepted and highly encouraged.
3. All names below must have an accompanying SECNAV 5512 in order to conduct proper background check. Names without a submitted SECNAV 5512 will not be processed.
4. This letter must be received by Pass and ID 14 business days prior to required access date (times may vary). Personnel must pick up their badges within 30 days after notified ready for issuance. Applications will be discarded after 30 days and a new one must be submitted.
5. Place of performance/location visiting must be properly annotated. NCTAMS, West Loch, JBPHH Main Base, etc., may be used if justification block below documents the need for base wide access.
6. Visitor Pass expiration date must be entered. Depending on request, expiration date WILL NOT exceed one year.
7. Incomplete forms or forms with errors will be returned for correction; they will not be processed.
8. Approved requests will be e-mailed to the requester's and/or sponsor's e-mail address unless otherwise specified on the form.

From: (Unit/Organization)	Issue Location: (DBIDS select Nimitz):	Pass Type:	Pass Start Date:	Pass Expiration Date: (1 year or less):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Pass Days: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Daily Start Time: **Daily End Time:** **Area or Address:**

Justification:

(Specific reasons justifying access to JBPHH, ability to sponsor, to have unescorted access, access above FPCON Bravo or for specific days/times, etc)

Visitor Listing:

(All names below must have an accompanying SECNAV 5512 filled out in order to conduct proper background checks)

Last Name	First Name	MI	PID	Last Name	First Name	MI	PID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Requester:

Sponsor	Grade	<input type="text"/>	Last	<input type="text"/>	First	<input type="text"/>	MI	<input type="text"/>	Phone	<input type="text"/>
Site Manager										
Contractor	Email	<input type="text"/>			Signature	<input type="text"/>			Date	<input type="text"/>

Sponsor:

Government/Military	Grade	<input type="text"/>	Last	<input type="text"/>	First	<input type="text"/>	MI	<input type="text"/>	Phone	<input type="text"/>
Employee/ Family Member	Email	<input type="text"/>			Signature	<input type="text"/>			Date	<input type="text"/>

Housing:
Required for all house guests

Grade	<input type="text"/>	Last	<input type="text"/>	First	<input type="text"/>	MI	<input type="text"/>	Phone	<input type="text"/>	
	Email	<input type="text"/>			Signature	<input type="text"/>			Date	<input type="text"/>

Command:
Required for personal request exceeding 30 days

Grade	<input type="text"/>	Last	<input type="text"/>	First	<input type="text"/>	MI	<input type="text"/>	Phone	<input type="text"/>	
	Email	<input type="text"/>			Signature	<input type="text"/>			Date	<input type="text"/>

PRIVACY ACT STATEMENT

AUTHORITY: Section 3101, Title 44, US Code, 5 USC 552A

PRINCIPAL PURPOSES: The purpose of requesting personal information is to assist security personnel in developing records to document contractor employee suitability for access to Joint Base Pearl Harbor-Hickam, Hawaii to work under Navy, Air Force, or local contracts. The social security number and date and place of birth are necessary to identify persons, maintaining records, and for criminal history/background checks.

ROUTINE USES: This information may be used to determine suitability of persons desiring access to Joint Base Pearl Harbor-Hickam as well as for other lawful purposes including law enforcement and litigation.

DISCLOSURE IS VOLUNTARY: Disclosure of requested information is voluntary. However, failure to provide information will result in access privileges being refused or withdrawn. The Privacy Act Statement will apply throughout the duration of the contract while serving in the capacity of prime contractor or subcontractor/supplier/employee.

Visitor Listing (continued)

Last Name	First Name	MI	PID	Last Name	First Name	MI	PID

Pass and ID use Only

Date received: Grade: Last: First: