



ON-BASE HOUSEGUEST (LONG TERM: 181 – 365 DAYS) CHECKLIST

NOTE: SPONSOR MUST FILL OUT BELOW CHECKLIST PRIOR TO TURNING IN REQUEST

ITEM NUMBER	ITEM	INITIALS
#1	JB2 Form 0180	
#1A	From Block (Sponsor Name and Address)	
#1B	Duration of Stay (181 – 365 days)	
#1C	Place of Residency (Hickam Communities/Ohana Nui)	
#1D	Visitor Information/FNVR if needed	
#1E	Requestor Name/Signature/Date/Phone #/Email (Same as visitor) (Digital OR Wet Signature)	
#1F	Sponsor Name/Signature/Date/Phone #/Email (Digital OR Wet Signature)	
#1G	Housing Office Endorsement (Digital/Wet Signature)w/Housing Guest Authorization Ltr	
#1H	Command Endorsement Name/Signature/Date/Phone #/ Email (Digital OR Wet Signature)	
#2	Copy of Sponsor's CAC (Front and Back)	
#3	Copy of Visitor's Driver's License (Front and Back)	
#4	SECNAV Form 5512	

STOP BELOW LISTED INFORMATION IS FOR PID USE ONLY STOP

Reviewed By:
PID Clerk Initials _____ /**Date** _____

Barment/SRBW Check:
PID Clerk Initials _____ /**Date** _____

SOR Check:
PID Clerk Initials _____ /**Date** _____

NCIC Check:
PID Clerk Initials _____ /**Date** _____

NCOIC Review:
Initials _____ /**Date** _____ **Recommend: Approved / Disapproved**

OIC/Superintendent Review:
Initials _____ /**Date** _____ **Recommend: Approved / Disapproved**

CSO Approval:
Signature: _____ **Approved / Disapproved**

Comments: