



ON-BASE HOUSING RESIDENT (1 YR MAXIMUM) CHECKLIST

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

<u>ITEM NUMBER</u>	<u>ITEM</u>	<u>INITIALS</u>
#1	JB2 Form 0180	
#1A	From Block (Sponsor Name and Address)	
#1B	Copy of Lease with Term Dates and all Residents	
#1C	Place of Residency (Hickam Communities/Ohana Nui)	
#1D	Resident Information (Non DoD civilian must be on lease)	
#1E	Sponsor Name/Signature/Date/Phone #/Email (Digital OR Wet Signature)	
#1F	Housing Office Endorsement (Digital OR Wet Signature)	
#1G	Command Endorsement Name/Signature/Date/Phone #/Email (Digital OR Wet Signature)	
#2	Copy of Sponsor's CAC (Front and Back)	
#3	Copy of Non DoD Civilian'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**

Comments: