



JOINT BASE PEARL HARBOR-HICKAM, HAWAII

**REQUIRED TDY AGENT LETTER CHECKLIST**

***NOTE: SPONSOR MUST COMPLETE CHECKLIST PRIOR TO TURNING IN REQUEST***

<b><u>ITEM NUMBER</u></b>	<b><u>ITEM</u></b>	<b><u>INITIALS</u></b>
#1	<b>Agent Privilege Letter Application</b> (For NEX/Commissary OFF BASE only.) (Does not allow base access or pharmacy access.)	
#1A	<b>Sponsor's Information</b> (Military Member's Information)	
#1B	<b>Sponsor's Signature</b>	
#2	<b>Copy of TDY Orders <u>OR</u> Command-Endorsed letter for individuals on TDY status 250 days or more per year</b>	
#3	<b>Justification Letter</b> (i.e. In Loco Parentis Power Of Attorney)	
#4	<b>Copy of Sponsor's ID Card</b> (Both Sides)	
#5	<b>Copy of Agent's Driver's License</b> (Both Sides)	
#6	<b>Copy of Children's ID Card</b> (Both Sides) <u>OR</u> <b>Birth Certificate</b>	
#7	<b>SECNAV Form 5512-1</b>	
<b>NOTE: ADDITIONAL SUPPORTING DOCUMENTS MAY BE REQUIRED DEPENDING ON THE NATURE OF THE REQUEST</b>		

**\*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:**

**PLEASE READ THE BELOW ABUSE OF PRIVILEGES POLICY**

**7-6. Abuse of privileges**

**a. Garrison and installation commanders may ask the GM, AAFES or exchange manager to conduct periodic unannounced checks of exchange patron identification.**

**b. The GM, AAFES will inform garrison and installation commanders of any abuses of exchange privileges. Garrison/installation commanders will take appropriate action to include revoking or suspending exchange privileges. The garrison and installation commanders may also request local modifications of exchange patron control procedures deemed necessary to prevent abuse of exchange privileges. Disputes over patron control procedures may be forwarded by garrison and installation commanders through command channels, including appropriate department staff element, to the AAFES director and chief executive officer for resolution. If the dispute over patron control procedures is not resolved to command satisfaction, it may be presented to the AAFES executive secretary for the AAFES BOD for resolution by the AAFES BOD.**

**c. Exchange patrons are prohibited from the following:**

**(1) Making (or purchasing for the purpose of making) a sale, exchange, or transfer or other disposition of exchange merchandise or services to unauthorized patrons (customary gifts of a personal nature are permissible).**

**(2) Using exchange merchandise or services to produce income.**

**(3) Making purchases for the purpose of resale by, or on behalf of, an installation private organization or other nongovernmental entity.**

**d. Other abuses include, but are not limited to—**

**(1) Theft of exchange merchandise or other assets by shoplifting, employee pilferage, or other means, by any person having exchange privileges. The final disposition of each case of shoplifting or employee theft will be provided by the local command to the GM, AAFES, for forwarding to HQ, AAFES, Loss Prevention Office.**

**(2) Intentional or repeated presentation of dishonored checks, or failing to make prompt restitution on dishonored checks or other indebtedness determined to be owed to AAFES. Actions taken with regard to amounts owed to AAFES under exchange credit programs will comply with applicable Federal law and regulations.**

**e. Garrison and installation commanders may revoke exchange privileges for any period deemed appropriate, except in the case of shoplifting, employee pilferage, or intentional presentations of dishonored checks. In these cases, exchange privileges will be revoked for a minimum period of 6 months. As an exception, active duty uniformed personnel may be allowed controlled access to the Exchange to satisfy personal appearance, health, and sanitary requirements. On appeal, the garrison and installation commander who revoked the privileges, or the next higher commander, may reinstate exchange privileges for cogent and compelling reasons.**