



REQUIRED NEW HIRE (30-DAYS 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 (Organizations POC name and Address)	
#1B	Duration of Request (30 Days Maximum)	
#1C	Days/Hours Required	
#1D	Location Requested (Which Area of Base e.g. Main Base, NCTAMs, Makalapa)	
#1E	Members Information	
#1F	Requestor Name/Signature/Date/Phone #/Email (Same as visitor or company POC)	
#1G	Sponsor Name/Signature/Date/Phone #/Email (Digital OR Wet Signature)	
#2	Organization Listed on Pass and ID Approval List	
#3	Signature Letter for Sponsor on File with Pass and ID	
#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** _____

Approved / Disapproved

Comments: