



JOINT BASE PEARL HARBOR-HICKAM, HAWAII

NEW HIRE (30-DAYS MAXIMUM) CHECKLIST

SPONSOR MUST COMPLETELY FILL OUT BELOW CHECKLIST PRIOR TO TURNING IN

<u>ITEM NUMBER</u>	<u>ITEM</u>	<u>SPONSOR INITIALS</u>	<u>CLERK INITIALS</u>
#1	JB2 Form 0180 (Dated 06 Aug 2021) *See Note Below		
#1A	From Block (Organizations POC name and Address)		
#1B	Duration of Request (30 Days Maximum)		
#1C	Days/Hours Required		
#1D	Location (Which Areas of Base e.g. Main Base, NCTAMS, Makalapa)		
#1E	Members Information		
#1F	Requestor Name/Signature(Digital or Wet)/Date/Phone/Email (Same as visitor or company POC)		
#1G	Sponsor Name/Signature(Digital or Wet)/Date/Phone/Email (Must be same as Sponsor listed on SECNAV Form 5512)		
#2	SECNAV Form 5512-1 (Dated May 2021)		
	NOTE: Please ensure on the JB2 Form 0-180, you categorized as Short Term Access request		<input type="checkbox"/> GREEN BOOK

BELOW LISTED INFORMATION IS FOR PASS & ID (PID) USE ONLY

1. REQUEST RECEIVED BY - Rank & Name (Last, First): _____ / Date: _____

2. PID CLERK SYSTEM VERIFICATION	Clerk Initials
National Crime Information Center (NCIC)	
Background & Sex Offender Registry (SOR) Check:	
Barment Check:	
PID Clerk Name (Last, First): _____ Date: _____	

Checklist Current as of 02 FEB 2025 (all others obsolete/invalid)

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