



**JOINT BASE PEARL HARBOR-HICKAM, HAWAII**

**REQUIRED AUTHORIZED ORGANIZATION CHECKLIST**

**SPONSOR MUST COMPLETELY FILL OUT BELOW CHECKLIST PRIOR TO TURNING IN**

<b><u>ITEM NUMBER</u></b>	<b><u>ITEM</u></b>	<b><u>SPONSOR INITIALS</u></b>	<b><u>CLERK INITIALS</u></b>
#1	<b>JB2 Form 0180 (Dated 06 Aug 2021)</b>		
#1A	<b>From Block (Organizations POC name and Address)</b>		
#1B	<b>Duration of Request</b>		
#1C	<b>Days/Hours Required</b>		
#1D	<b>Location</b> (Which Areas of Base e.g. Main Base, NCTAMS, Makalapa)		
#1E	<b>Members Information</b>		
#1F	<b>Requestor Name/Signature(Digital or Wet)/Date/Phone/Email</b> (Same as visitor or company POC)		
#1G	<b>Sponsor Name/Signature(Digital or Wet)/Date/Phone/Email</b> (Must be same as Sponsor listed on SECNAV Form 5512)		
	<b>Approved Org/Sponsor Signature Letter on File with Pass and ID</b>		
#2	**If a Sponsor Letter is not on file, ALL Applications over 30 Days will require Command Signature (Digital or Wet)**		
	<b>SECNAV Form 5512 (Dated May 2021)</b>		
#3			
	SEND REQUEST TO: <a href="mailto:647SFS.JB2.Form0-180@us.af.mil">647SFS.JB2.Form0-180@us.af.mil</a>		<input type="checkbox"/> <b>GREEN BOOK</b>

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

- REQUEST RECEIVED BY - Rank & Name (Last, First):**
- DATE:**

**2. PID CLERK SYSTEM VERIFICATION**

**Clerk Initials**

<b>National Crime Information Center (NCIC)</b>	
<b>Background &amp; Sex Offender Registry (SOR) Check</b>	
<b>Barment Check :</b>	
<b>PID Clerk Name (Last, First):</b>	<b>Date</b>

**Checklist Current as of 01 FEB 2025(all others obsolete/invalid)**

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