



JOINT BASE PEARL HARBOR-HICKAM, HAWAII

**REQUIRED TDY AGENT PRIVILEGE LETTER 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>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>Agent's Information</b> (Family Member or Care Giver)		
#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, Proof of enrollment in CDC)		
#4	<b>Copy of Sponsor's ID Card</b> <i>Front/Back scanned copy only; printed pictures/unreadable copies are invalid)</i>		
#5	<b>Copy of Agent's ID Card or State Issued ID</b> <i>Front/Back scanned copy only; printed pictures/unreadable copies are invalid)</i>		
#6	<b>Copy of Children's ID Card</b> (Front and Back) <u>OR</u> Copy of Birth Certificate		
#7	<b>SECNAV Form 5512-1 (Dated May 2021)</b>		
<b>NOTE: ADDITIONAL SUPPORTING DOCUMENTS MAY BE REQUIRED DEPENDING ON THE NATURE OF THE REQUEST</b>			
*PID personnel reserve the right to ask for further information from requester/sponsor to determine fitness of request.*			<input type="checkbox"/> <b>GREEN BOOK</b>

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

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**INFORMATION LISTED BELOW IS FOR PASS & ID USE ONLY**

**1. Received By (Rank/First Last):** \_\_\_\_\_ / **Date** \_\_\_\_\_

**2. PID CLERK SYSTEM VERIFICATION**

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

**3. Pass & ID NCOIC (Rank/First Last):** \_\_\_\_\_ / **Date** \_\_\_\_\_

**Recommend:** Approval / Disapproval

**Comments:** \_\_\_\_\_

**4. Pass & ID LCPO (Rank/First Last):** \_\_\_\_\_ / **Date** \_\_\_\_\_

**Recommend:** Approval / Disapproval

**Comments:** \_\_\_\_\_

**5. Section Chief (Rank/First Last):** \_\_\_\_\_ / **Date** \_\_\_\_\_

**Recommend:** Approval / Disapproval

**Comments:** \_\_\_\_\_

**6. Superintendent (Rank/First Last):** \_\_\_\_\_ / **Date** \_\_\_\_\_

**Recommend:** Approval / Disapproval

**Comments:** \_\_\_\_\_

**7. JB2 CC Review: (Rank/First & Last Name):** \_\_\_\_\_ / **Date** \_\_\_\_\_

**Recommend:** Approval / Disapproval

**Comments:** \_\_\_\_\_